



Mohd Essa Ali

Procurement / Logistics
Manager

ABOUT ME



Highly organized with proven ability to multitask and has the expertise to coordinate through multiple projects with ease and efficiency, Posses outstanding communication skills..Is highly ambitious and target driven

CONTACT

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Languages

English - Fluent

Hindi - Fluent

Arabic - Moderate

Telegu - Basic

Turkish - Basic

SKILLS



Contract Management

Procurement Planning

Tender & Sourcing

Maintain & balancing accounts

Prepare trial balance, profit & loss

EDUCATION

2009-Bahrain	MBA Finance AMA international University
2004-India	Bachelors of commerce and Osmania University - Hyderabad
1998-Bahrain	High School (Commerce & Indian School Bahrain Computers)

Management Qualification

- Co-operate Accountancy / Banking and Finance
- Quantitative Techniques / Income Tax and Auditing
- Advance Accountancy / Financial Accountancy
- Industrial, Organization and Management
- Business Communication and Correspondence
- Computer Accountancy (using Tally. can adapt to any other software also)
- Maintaining and balancing the Book of Accounts.
- Preparing Trial Balance, Trading, Profit and Loss Account and Balance Sheet.
- Preparing other Ledger Accounts of the firm
- Preparing Cash Budget

- Core Java from NIIT
- Oracle 9i from orbit Technologies LTD
- Asp Net from Orbit Technologies LTD
- Photoshop
- Dreamviewer & Macromedia flash

EXPERIENCES

2020 - Present

Procurement & Logistics Manager Firma WLL

- Adhere to the safety rules/regulations/objectives. Provide leadership to supply chain team to ensure safe working practices, promoting safety awareness.
 - Ensure Supply Chain related processes are functioning effectively to support business growth in the territories of responsibility.
 - Meet requirements of regulatory compliances by ensuring license, permit are granted for throughout of importation and exportation, complying to all policies, procedures and standard business practices
 - Develop competencies/skillsets/leadership to the entire team and to provide them with objectives, tools, and information necessary to execute the job competently with minimum guidance.
 - Supervise and motivate the team members to achieving continuous improvement in customer satisfaction, increased synergy spirit to enhance speed, communication, consistency and accuracy in dealing with customer inquiries, orders, delivery, shipping documentation, and customer complaints.
- Working closely with production, procurement to conduct production planning
- Align on stocking policy, sourcing changes for trading products, Business Rules (Lead-time, minimum order quantity) and execute them accordingly.
 - Provide guidance on vendor selection & Qualification negotiation on contracts
 - Monitor vendor performance by reviewing scorecards against KPIs

2016 - 2020

Procurement Administrator Bahrain Airport Company

- Responsibilities of Fully Computerized & ERP Procurement based on Navision and online Purchase Order is prepared in Navision and Oracle.
- Procurement of all kind of material Procurement Receipts
- Procurement of all kind of material (Civil, Mechanical, & Electrical)
- Creating different reports as required by Management.
- HR Procurement Staff and Tickets
- Warehouse Procurement
- Handling Petty Cash for BAC Procurement Department.
- Arranging Meeting with Project Managers, to meet deadlines
- Arranging and attending Site Visits and following up with vendors to submit quotation
- Liaising with the Project Managers about the deliveries and getting Service Receipt Form signed for closing LPOs
- Ensuring the duly execution of Procurement transactions within a profit or cost center while obeying company regulation and statutory requirements
- Ensuring the up-to-date accuracy of the data in the ERP-systems for the relevant profit- and cost centers reporting.
- Conducting tasks related to project relevant procurement according to procurement policies and obeying the regulations regarding signatures and approvals.
- Analyze monthly work in progress reports and prepare review documents, contract performance for consideration by Commercial/Finances/Operations team.
- Assisting in cost- or profit center controlling, conducting work order controlling if and when required
- To coordinate the other departments according to policies and procedures of approval and regulations and update the same in the ERP
- To make the month end accruals of projects cost and work in progress based on the completion stages of each project and cost incurred in

2007- 2010

**Civil Aviation Affairs
Document controller & Airport Access controller
Ministry of Transportation Bahrain**

- Reported to Manager Construction Projects and helped oversee and was also responsible for smooth operations
- Liaised with the Project Manager for Correspondence with the vendors.
- Issue of Tender Document and Completion Certificate.
- Issue/Renew/Cancellation of CAA Passes for CAA visitors and Subcontractors.
- Documented Controller for all the Project of Civil Aviation Affairs.
- Assisting in cost or profit center controlling, conducting work order controlling if and when required
- Arranging Meeting with Project Managers, to meet deadlines
- Arranging and attending Site Visits and following up with vendors to submit quotation
- To coordinate the other departments to ensure all POA and SOP are as per the policies and procedure
- Responsible for correspondence Letter, Memos between the Ministries and Authorities in Bahrain.

2005 - 2006

**Spare Parts & Logistics Supervisor
Water World**

- Ordering parts for Jet Skis and Jet Boats
- Creating LPO and email correspondence with foreign clients
- Front Office and store admin department for water world Co. Ltd the Wholesaler.
- Maintaining and filing the Office Documents, contract etc
- Maintaining the stock and inventory for spares parts.
- Ensuring all parts are maintained and organized bay wise
- Marketing and Research on behalf of the company for new and trendy products and to create report and send to the head of the department
- liaise with the accounts and sales team for better coordination
- Correspond with the vendors. and suppliers
- Assisting in cost or profit center controlling
- To ensure monthly and quarterly reports of work done and work in progress