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**CURRICULAM VITAE**

 **MOHAMMED**

**MOHAMMED.170294@2freemail.com**

**Post Applied: Purchasing Officer/suitable Visa Status: Visit**

**Summary of my Profile:**

* **9 + years experience in Purchasing/Procurement**
* **Capable of handling and maintaining huge projects purchase.**
* **Excellent knowledge in wide range of Building Materials Civil, MEP and its concepts.**
* **Competitive purchasing experience in highly advanced high rise buildings.**
* **Strong knowledge in logistics/product specifications.**

**Experience:**

* [**AL ARIF CONTACTING CO. LLC, (AL ARIF GROUP) DUBAI**](http://topconpositioningmea.com/en/) – **UAE**

Worked as a Sr.Purchase Officer (August 2013 – Feb. 2016)

* [**EVAN LIM PENTA CONSTRUCTIONS CO. LLC, DUBAI**](http://www.magicsolutionsme.com/index.php)

 Worked as a Purchase Officer (July 2009 – August 2013)

* [**ARC CONSTRUCTIONS CO. LLC, DUBAI**](http://www.mediacom-me.com)

 Worked as a Purchase/Procurement Officer (March 2006 – May 2009)

**Duties & Responsibilities:**

* **Preparing Purchase Order (LPO) inline to the specifications of projects and in accordance to the policies of the company using ERP Software System (Microsoft Dynamics AX 2012).**
* Sending inquiries and getting quotations from various suppliers in the market in order to obtain best price for all the materials and transport services.
* **Negotiations with suppliers for the best price and cost control.**
* Preparing price comparison statements and finalizing the best option.
* **Making sure of quality material/services procured and delivered at site on time and manages inventory level of stocks.**
* Preparing Sub Contracts/Agreements etc., and ensure the product purchasing within the estimated cost allocated by the management.
* **Meeting even urgent requirements/deadlines of site.**
* Assigning task to team and supervise their working activities and training/helping team on effective procurement processes and strategy.
* **Vendor evaluation & registration.**
* Create monthly performance reviews and reports focusing on overall sourcing requirements.
* **Checking of Invoices submitted by Vendors and revising LPO accordingly and forwarding to the Accounts Dept. for further payment process.**

***PTO***

**Education:**

**Bachelor’s Degree in Commerce/Business (12+3) - Osmania University, Hyderabad, India. (Certificate UAE attested).**

Intermediate) from Shadan College for Boys – Hyderabad, India.

**Computer Skills:**

Operating system : Microsoft Windows

Package : MS-Office

Topics covered : **MS-Word, MS-Excel, Access, Power Point** **& Internet** Typewriting : **Diploma in High Speed English Typing**

**Strength:**

* Self confidence
* Problem solving skill
* Flexible as per environment
* Ability to work under pressure
* Positive Attitude

**Personal Profile:**

Nationality : Indian

Native place : Hyderabad

Languages known **: English & Hindi Fluent and Arabic can speak only**

Marital status : Married

Date of birth : 10/03/1981

Religion : Islam

Driving license : Yes

Notice period : Can join immediately

Residence : Bur Dubai, UAE.

**Thank you for your time in considering my profile that I strongly believe to be suitable as per your requirements.**

**Appreciate your earliest reply.**