**Irfan**

Sharjah - U.A.E

**C/o-Mobile: +971503718643, Email:** irfan.344849@2freemail.com

**Work Experience:** 15+ years in UAE

**Education and Qualifications:**

#### Master’s in Business Administration (MBA), Operation Management

Bachelor’s Degree (B.Sc.), Information Technology

**Training:**

 Certification from **American Purchasing Society**

* Certified Purchasing Professional (CPP)
* Certified Professional Purchasing Manager (CPPM)
* Yellow Belt [Basic Pump Training]
* Green Belt [Project – PR to PO Cycle Time]
* Fire Fighting [Safety]

**License Details:** Holding UAE Driving License Valid Till [04 November 2018]

**Visa Status:** Visit Visa Valid Till [30 March 2017]

**Skills:**

* **Fast learning, Good attitude, Friendly, Supportive, Organized, Solution Oriented**
* **IT Knowledge: ERP, SAP, CRM, MDM and Microsoft Office (Word, Excel, Outlook)**
* Sourcing Activities & Purchasing all kinds of goods & services are ordered required for Oil and Gas, Marine Industry, Civil, Mechanical, Electrical, Plumbing (MEP) and Construction Projects.
* Negotiate with vendors for Best Terms / Price / Quality.
* Right Product / Right Price / Right Place / Right Time.
* Vendor Management – Empanelment / Relationship / Assessments / Vendor visits.
* Scout the market to identify potential new vendors / new substitutes.
* Scout for alternate products to help organization drive down costs.
* Manage the Day to Day Operations of the Procurement Department.
* Quotation process / review quotations and get necessary approvals.
* Process PR / Place PO / Follow up on delivery issues.
* Support production and service departments by providing sourcing inputs – on material / lead time / price for product development and product pricing.
* Collaborate with Requesting Departments and Finance to forecast and plan procurement requirements.
* Liaise with accounting department to ensure vendors are paid in a timely manner.
* Develop and implement procurement policy and ensure compliance.
* Remediation of all quality issues and audit issues.
* Customer & Quality Focus.
* Management of logistics.
* Decision – Making and Problem Solving.

**Key Achievements:**

* To Fulfill and Satisfy Customer Needs for project in on time delivery (OTD)
* Saving company money through effective & tactical negotiations.

**Employment:**

**Flowserve Gulf FZE, Jebel Ali DUBAI – U.A.E**

Position: **BUYER** / Customer Service Order Fulfillment / Project Coordinator / Expeditor

Period: March 2012 to September 2016

**Arabian Metal Products Organization Co., Jubail – K.S.A**

Position: Purchase Officer

Period: June 2010 to March 2011

**Linscan Advanced Pipeline Inspection Co. LLC, Sharjah - U.A.E**

Position: Purchase Officer

Period: July 2008 to July 2009

**Hydrolink Co. LLC, Port Khalid Sharjah - U.A.E**

Position: Purchasing Representative

Period: July 2004 to January 2008

**Mammut Co. LLC, Hamriyah FZE, SHARJAH - U.A.E**

Position: PurchaserOfficer

Period: October 2002 to June 2004

**Bricc Co. LLC, Al Ain - U.A.E**

Position: Purchaser Officer

Period: January 1995 to November 2001

**Duties and Responsibilities:**

* A key responsibility is to find potential vendors, negotiate for Best Terms / Price / Quality
* Make agreements or contracts for purchases, sourcing, negotiating and buying of goods, materials and services to meet the Company’s operational requirements.
* It is favorable that the goods, services or works are appropriate and that they are procured at the best possible cost to meet the needs of the acquired in terms of quality and quantity for Right Product / Right Price / Right Time / Right Place.
* Handling individually the complete purchase activities for both Local and Overseas

from enquiries stage up to receipt of materials to store.

**Memberships:**

Indian Association Centre - Al Ain UAE**,** Emirates Skywards – Dubai -UAE

**Areas of Interest & Hobbies:** Travelling Foreign Countries, Playing Cricket & Football

**Languages Known:** English, Arabic, Hindi, Urdu, and Kannada

**References:** Available on request