**COVER SHEET**

[**Shaikh.347452@2freemail.com**](mailto:Shaikh.347452@2freemail.com)



Dear Sir,

Due to increasingly challenging and demanding markets, I have been able to advance in my career through ability to work physically, by demonstrated initiative, effectively under pressure which has strengthened my perpetual communication and structural skills. My work experience has provided quality customer service and has performed volume work with strict attention to accuracy, detail and deadlines.

My experiences complements the responsibilities over 20 years' of my service in Procurement as Purchase Officer (Logistic & warehousing) in my present company. The prestigious company dealing with the well-known principal of the world like **Hubbell, Killark, Raco, Steel City, Thepit, Neer, Pass & Seymour, E.M.S.I., American Falcon, Bussman, Schneider Electric, G.E., Orsam, Crouse-Hinds, OZ-Gedney, Columbia Lighting and many more.** Also, one of the reputed Aramco vendor in Saudi Arabia.

Attached, is my C.V. for your perusal and look forward to hear from you soon. Thank you for your time, and have a great day.

**Shaikh**

Nationality: Indian

Visa status: Visit visa valid till 24th May

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**Title : Purchase Officer/Purchase coordinator.**

**Company : Al Abdul Karim Holding Co. (Saudi Arabia - Dammam)**

**Experience : 20 years (Since 1996 – 2016)**

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| **PROFILE** |

Proficient in managing all type of quality procurement / purchase, contracts negotiation, comprehensive and bulk commodity pricing agreements, material / equipment needs, controlling inventory, supervising operation of distribution centers, logistics management and scheduling vessel, handling large size procurement assignments with reduced cost and maximized befitting payment credit conditions in a disciplined & organized environment.

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| **SCOPE OF RESPONSIBILITIES** |

* To comply with Quality Management system as per ISO 9001 : 2008
* To constantly monitor supplier performance and evaluate suppliers.
* To review approved supplier list and implement supplier reduction program.
* To ensure that all equipment and items are ordered and delivered in a timely manner so as to minimize problems with the unavailability of essential items at warehouses.

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| **KEY RESPONSIBILITIES** |

* Compliance to Quality procedure and the guide lines to successful procurement.
* To meet the specific need and specifications and review document requirements (i.e., statement of work and specifications).
* To float inquire based on requirement/specification to different sources & their competitors to get the best offer.
* Conduct inquiries to establish the best source of supply compatible to the needs and requirements of the operations and include them in ASL (approved supplier list) base on the quality management guide lines.
* Analysis of price proposals and comparison between the suppliers to check the best offer and other data and information to determine competitive prices.
* Responsible for planning, developing and buying materials, parts, supplies and equipment in a timely and cost effective way, timely manners while maintaining appropriate quality standards and specifications.
* Manage stock levels of inventory by applying advanced inventory control techniques, min-max stock level and replenishment lead items based on well focused forecasting and movement reports.
* Preparation of purchase orders based on project requirements or requisitions received from the central warehouse and from other operational and support service departments.
* Perform Blanket Purchase Agreement releases.
* Monitor shipments to ensure vessel/cargo arrival at port and submit B/L to coordinate with clearing agent to clear the shipment from custom on time.
* In the event of problems trace the shipment concerned and follow up undelivered goods.
* Coordinate with accounts department for release of supplier payment on time to avail the discount & compensation resulting the cost reduction and facilitating higher profit margin.
* Direct and coordinate with personnel engaged in storing materials.
* To deal with any problems relating to the quality of items and to ensure that appropriate corrective action is taken in cases where non-conformance goods are received.
* Organize, subject to operations approval, the sale of obsolete supplies and equipment.

**Supplier evaluation**

* Compliance to Quality Management, evaluate suppliers based on price, quality, selection, service, support, availability, reliability, production and distribution capabilities and the supplier's reputation and history.
* Addition or removal of supplier from ASL (Approved Supplier List) upon management approval.

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| **SKILLS** |

Order expediting, communicating with suppliers, price reductions and supplier identification, selection and management.

Excellent administrative operations management.

In depth practical knowledge of Saudi Arabia market and suppliers.

Problem analysis, problem solving and decision-making.

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| **ACADEMIC QUALIFICATION** |

Bachelor Degree (Commerce)

Eastern Institute For Integrated Learning in Management University

EIILM University - Sikkim – India

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| **COMPUTER SKILL** |

Excellent computer operating skills

Spreadsheet/MS Excel

MS Office /MS Word

MS Outlook

Microsoft Dynamic AX (ERP)

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