

## **Yousufuddin Farooqui Mohammed**

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### **Career Objective:**

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To establish a successful career in the field of Procurement, Supply chain, Logistics & Contracts with a firm and global vision to contribute my potentials in the company's workforce with dedication and make a distinction in the productivity and development of the organization.

### **Education:**

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- Master Of Business Administration (M.B.A)
- Bachelor of Commerce (B. Com)

### **Professional skills & Certifications:**

-  Certified Application Associate - SAP S/4HANA Sourcing and Procurement - Upskilling for ERP Experts"
- Global Procurement & Sourcing Certification- Rutgers University, USA
- Professional Certificate in Procurement & Purchasing - MTF Institute of Management.
- Procurement Management Certification- Great Learning Academy
- Worked on "WorkForce Management Software" (WFM)
- Worked on /ERP- Oracle R12 R/Prolog 9.91/ERP Accent--2016 
- Proficient in MS WORD, MS EXCEL, POWERPOINT and OUTLOOK
- Good presentation skills over MS-Excel & MS PowerPoint
- Worked on Microsoft Dynamics AX 4.0
- SAP Ariba & Coupa Sourcing

**Professional Experience: Over 10 Years of Experience in End-to-End Procurement & Sourcing Life Cycle, Contracts, Supply chain & Logistics.**

## Projects:

SAUDI ARAMCO (Oil & Gas)- ROYAL COMMISSION	CONSTRUCTION
<ul style="list-style-type: none"> <li>➤ Fadhili Downstream Pipeline &amp; Wasea</li> <li>➤ Master Gas System Phase II</li> <li>➤ PKG-I Western Region Pipeline</li> <li>➤ PKG-II Central Region Pipeline</li> <li>➤ PKG-III Eastern Region Pipeline</li> </ul>	<ul style="list-style-type: none"> <li>➤ <b>Red Sea Project - AMAALA Resort</b></li> <li>➤ Red Sea Project - Village Housing- Umluj</li> <li>➤ <b>KAFD</b></li> </ul>
<ul style="list-style-type: none"> <li>➤ Mazalij &amp; Abu Jifan Pipelines-Khuraish Al Crude Increment Project</li> <li>➤ EPC Of Jic Cooling Plant</li> </ul>	<ul style="list-style-type: none"> <li>➤ <b>Al Ula</b>- Villas, Resorts</li> <li>➤ <b>NEOM</b> - Airport Upgrade</li> <li>➤ MISK City - School, Campus &amp; University</li> <li>➤ KAUST - Harbour Buildings Rectification</li> </ul>
<ul style="list-style-type: none"> <li>➤ Onshore Maintain Potential Program For NA-1B &amp; NA-2</li> </ul>	<ul style="list-style-type: none"> <li>➤ King Khalid University Medical Campus</li> <li>➤ <b>Jabal Omar (Makkah)</b> - 5 Star Hotels</li> <li>➤ <b>MASAR Project</b> - 5 Star Hotels &amp; Shopping Centre</li> </ul>

**Company Name** : Intone Networks Inc. (USA)  
**Duration** : November 2022 – Present  
**Position** : Manager, Procurement & Sourcing

### Job Description

- Lead Procurement staff with Procuring IT Items, Hardware & software, Direct & Indirect procurement, parts, accessories, including review of documents, approval routing, and PO processing.
- Vendor management, collaborating with business partners and reviewing product and their quality.
- Using Total Cost of Ownership (TCO) method for heavy equipment.
- Collaborating with clients to gather and document business needs to ensure compliance with organizational policies and procedures.
- Monitor contract renewals, contract negotiation, service level agreements (SLAs), and PO renewals ensuring balanced approach.
- Coupa sourcing and using supplier performance metrics.
- Dealing with suppliers globally and locally to procure materials.
- Managing Procurement officers, Buyers, Expeditors, Contracts administrators, Site Coordinators and Logistics officers.
- Support teams with sourcing suppliers, creating RFP, RFI, RFQ and PO process.
- Liaise with vendor for price negotiation, contract terms and conditions, lead times.
- Assist with researching and evaluating potential new vendors and suppliers.
- Review of material requisitions. Review of Purchase Order, LPO, bid Commercial bid tabulation and technical bid tabulation.
- Responsible for approving the selection and qualification of suppliers, negotiating with suppliers, and implementing agreements for local procurement of goods and IT services.

**Company Name** : Saudi Arabian Baytur Construction Co. (Al Khobar, KSA)  
**Duration** : November 2021 – October 2022  
**Position** : Procurement & LC Asst. Manager

**Job Description**

- Supervising & purchasing of all types of building and construction material, getting IT services, civil, electrical, mechanical, long lead items internationally and locally, handling major projects all around the KSA.
- Lead Procurement staff & collaborate with vendors and suppliers to ensure all operations (e.g. shipping, delivery) meet quality and safety standards.
- Collaborate with the logistics team to obtain the necessary documents, including the SABER Certificate, Commercial Invoice, Certificate of Origin, Packing List, and Bill of Lading (BOL)
- Review and understand the scope of material requisition (MR) and prepare the bill of quantities (BOQ) for quotation (RFQ).
- Expertise in sourcing and purchasing HVAC systems, components, and materials, ensuring compliance with project specifications and industry standards.
- Monitor team workload and effectiveness to meet internal client requirements and ensure timely delivery of the activities
- Conduct monthly meetings with the procurement team to determine the status of the Material Requisitions, PO's and deliveries of the material to expedite the process.
- Reporting directly to the top management and attending meetings with CPO, CFO & CEO and other board members to discuss the existing projects and new upcoming Projects.

**Letter of Credit (LC):** Working with various banks, creating LC's with related documents and process it, submit to the bank, Reviews letter of credit documents to determine compliance with Local & international standards, review and Verifies terms of credit, such as amount, insurance coverage, payment conditions, shipping conditions, supplier commercial invoices, LC issuance swifts from bank, payment advices & contracts to determine compliance with established standards, Records payments and liabilities & upload all related documents in the Microsoft Dynamics AX 4.0

**Company Name** : Al Waseet Medical Group (Al Khobar, KSA)  
**Duration** : October 2019 – October 2021  
**Position** : Procurement & Contracts Asst. Manager

**Job Description**

- Supervise Procurement department to Purchase medicines, consumables, and medical equipment, IT Items, Hardware & software, stationary, materials & all safety items (PPE's) to fulfill all requirements on the site with the best price with good quality.
- Review of material requisitions. Review of Purchase Order, LPO, bid tabulation, commercial bid tabulation and technical bid tabulation
- Responsible for approving the selection and qualification of suppliers, negotiating with suppliers, and implementing agreements for local procurement of goods and services

- Negotiating supply contracts.
- Managing supplier agreements
- The full suite of contract management services, from pre-award, through post-contract and close-out.
- Prepares and Monitors requests for proposals, submit quotation in SAP ARIBA bid analysis, award recommendations, and executes contract documents to ensure timely action.
- Maintains contract change control records, including history of follow-up contacts with suppliers.
- Responsible for drafting, executing amendments, negotiating renewals and terminations, electronic archiving of contracts and supervising functions in the absence or as requested by the Manager in addition to coordination of work related to the Contracts Department.
- Preparing & reviewing Contracts, amendments and providing feedback to Contracts Manager/Director.
- Maintain excel sheet for tracking contracts & PO's expiry and its start date & end date for pre-renewals

**Company Name** : **Arkad Engineering & Construction (Al Khobar, KSA)**  
**Duration** : **December 2016 – Oct 2019**  
**Position** : **Procurement & Contracts Officer**

### **Job Description**

- Purchasing heavy equipment and managing rental equipment, including manpower (riggers, operators) as well as their mobilization and demobilization activities.
- Review of material requisitions, Sending Enquiries to the suppliers (RFQ's) Prepare commercial bid tabulation and technical bid tabulation & Create PO & send copies to suppliers and to departments originating request.
- Mobilize Ambulances & Male Nurses as per Aramco specification, standards & with certified Doctors.
- Ensure timely receipts of final documents NMR 601,602 & 603 from the vendor.
- Purchase of long lead items like Pipes, Valves, and tanks internationally & locally as well.
- Procure medicines, IT equipment, stationery, materials, and all safety items (PPE's) to meet the site requirements at the best price while ensuring good quality.
- Review and understand the scope of material requisition (MR) and prepare the bill of quantities (BOQ)for quotation (RFQ).
- Organizing American Heart Association (AHA) training sessions and obtaining certification for site workers.
- Negotiate contract terms of agreement and pricing with them.
- Maintains contract change control records, including the history of follow up contacts with suppliers.

- Maintain excel sheet for tracking contract's expiry and its start date & end date for Pre-renewals.
- Participate in the negotiation of contract rates for project and client approval.
- Dealing with Aramco Approved well-known hospitals for services we required.
- Effective Communication with suppliers to achieve as per procurement budget for the given task to procure.
- Identify and engage with new suppliers to enhance business opportunities and secure more competitive deals.
- Receive invoices from suppliers and verify them against PO & delivery receipt.
- Following delivery of the materials on the site till the delivery note comes with the warehouse stamp on it.
- Daily meeting with suppliers & attending calls for issues like payments, POs, timesheets, invoices & delivery status of the material.
- Maintain a vendor database and establish business relationships with potential new vendors to maintain the widest variety of sources of supply.
- Arranging meetings with suppliers for purchase negotiations and obtaining updates on the delivery status of the purchase orders issued.
- Supply all requirements & take necessary actions to speed up the mobilization & deliveries of the materials on time.
- Good relationship with the suppliers and fulfilling all the commitments to ensure that the work of flow goes smoothly.

**Company Name** : **Mobily Elife, (SC) Jeddah, KSA**  
**Duration** : **2015 – November 2016**  
**Position** : **Procurement Service Controller**

### **Job Description**

- Receiving and reviewing the Material Requisition and assisting in processing them for purchase order after Reviewing and evaluating competitive proposals and making recommendations for obtaining the necessary approvals and contract awarding.
- Organizing Meetings with vendors along with the Purchase Manager to negotiate improved pricing, product quality, and delivery.
- Contracts making and managing data for the clients and reviewing their terms to execute the service
- Assist in research into the market for new suppliers, follow market trends, liaise with suppliers, negotiate prices, and follow up with suppliers on delivery times.
- Coordinate movement of all purchased materials from suppliers to the warehouse and address any supply/supplier issues and resolve any receiving error issues
- Prepare supporting documentation for processing payments through Letter of Credits.

## Language known

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- English
- Arabic
- Urdu
- Hindi

**(Driver License: USA & KSA)**