

CURRICULUM VITAE

Mr. MUZAFAR AHMAD

Procurement Supervisor

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CARRER OBJECTIVE

An energetic, a highly motivated and results-driven procurement professional with 15 Years of Experience Including 12 Years of KSA Experience in multinational environments & major Construction Companies. Responsible for managing the procurement, overseeing the supply chain processes and the process including planning and performance management activities to ensure proper material availability and to guide department team towards achieving the targeted KPIs. will be expected to ensure the timely and cost-effective all Procurement process, I am looking to Secure a Challenging Position in a dynamic and growing organization that Offers professional growth While utilizing my Knowledge, Experience, and mental potential to the best extent for the benefit of the Company.

SKILLS

- Order Management.
- Inventory Tracking.
- Industry knowledge and understanding.
- Team Worker with good interpersonal skills.
- Excellent verbal and written Communication Skills.
- Relations Management.
- Supply chain Management.
- Time Management.
- Procurement metrics tracking.
- Logistics Management.
- Warehouse Management.
- Reporting.

EMPLOYMENT RECORD

Employer	:	Abdul Ali AlAjmi Company - KSA
Position Held	:	Procurement Supervisor
Period Duration	:	March-2017 To Present

Role and Responsibilities:

- Follows the day-to-day operations and materials demand related to own jobs in the Supply Chain and procurement to ensure continuity of work.
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- Acts as source of general procurement management to teams in order to complete operational and planning tasks.
 - Coordinated with multiple departments to understand and fulfill their procurement needs, improving interdepartmental communication and ensuring timely delivery of required materials
 - Evaluate all quotes and coordinate with vendors, suppliers to provide required component bids and analyze all vendor performance to improve all purchasing process.
 - Develop and maintain professional relationships with all suppliers and prepare reports for all purchasing departments and provide support to all managers to plan and execute all purchasing processes and provide an effective interface with all departments.
 - Administer everyday activities of all purchasing staff and provide training to staff to ensure compliance and monitor all purchasing activities and design various cost-effective methods according to demands.
 - Evaluate suppliers based on price, quality, and delivery speed.
 - Evaluate and maintain all reports for inventory re order and coordinate with internal departments for same and maintain an efficient purchase order system and manager all communication with internal customers and recommend improvements to all service levels and ensure accuracy.
 - Design and implement various purchasing strategies and procurement policies and participate in all supplier reduction programs in coordination with global supply chain team and determine appropriate programs for all purchase requirements and assist to reduce supply chain cost.
 - Manage all supplier contracts and assist to administer best pricing strategies for all purchase materials and suppliers.
 - Manage and coordinate the procurement process, including ordering, receiving, and invoicing.
 - Oversee all programs and assist to purchase all materials and non-capital equipment's and participate in various purchasing processes and prepare appropriate budget and implement all optimal contract negotiation.
 - Coordinated with logistics partners to ensure timely and accurate delivery of products to the warehouse and customers
 - Supervise all audit activities and evaluate all purchase orders and payment perform and assist to eliminate any discrepancy in same and prepare all contract terms and conditions.
 - Receiving and distributing incoming and outgoing documents and mails.
 - Incoming and outgoing Document maintaining for appropriate records and registers for follow-up and control.

Employer : **Al Ayuni Investment and Contracting Co - KSA**
Position Held : **Supervisor Warehouse/inventory-supply chain Management**
Period Duration : **October-2012 To December-2016**

Al- Ayuni Group has become well-known in Kingdom of Saudi Arabia since 1960 and graded as "First Class" contractor in Saudi Arabia. Al-Ayuni operates in eleven business sectors: Highway, Railway and Building Constructions, Equipment Services, Children's Education, Information Technology, Marble and Mining, Pre-Cast Concreting, Water works, Gas and Energy services, Real Estate Development, Vehicles services and Manpower services.

Role and Responsibilities:

- Ensuring that inventory levels are maintained, tracking stock levels, and forecasting future needs.
- Oversee inventory and supply chain management according to company guidelines.
- Perform critical inventory tasks to ensure the correct number of items are in stock.
- Maintain updated and accurate records of inventory, including transfers and cycle counts.
- Develop and implement improvements to existing operational procedures in order to maximize efficiency and cut operations costs.
- Respond to sales inquiries and purchase orders; collect and analyze data to determine appropriate order quantities; process orders for shipment.
- Review operations schedules and production requirements to ensure timely order fulfillment.
- Evaluating performance of warehouse keepers and providing feedback.
- Track rates of accuracy, purchase and return as well as defective items to inform quality control decisions.
- Nurture positive relationships with suppliers and provide customer service as needed.
- Prepare, generate, and file financial inventory reports; review reports monthly with management.

Employer : **Jaguar Overseas Limited - India**
Position Held : **Procurement Officer**
Period Duration : **August-2009 To August-2012**

Jaguar Overseas Limited executes Transmission Lines, Substations, and Low & Mediumvoltage Distribution Systems. Our scope of work extends from Designing, Engineering and Construction, Erection and Commissioning. Our services also include supply of items such as substation equipment, designed-tested-fabricated galvanized towers, conductors, insulators and hardware accessories.

Role and Responsibilities:

- Creation of purchase orders.
 - Analyze price proposals, financial reports, and other information to determine reasonable prices.
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- Attend meetings, trade shows, and conferences to learn about new industry trends and make contacts with suppliers.
 - Meet with staff and vendors to discuss defective or unacceptable goods or services and determine corrective action.
 - Evaluate and monitor contracts to be sure that vendors and supplies comply with the terms and conditions of the contract and to determine the need for changes.
 - Maintain and review records of items bought, costs, deliveries, product performance, and inventories.

EDUCATIONAL QUALIFICATION

- Master of Business Administration - [MBA](#)
- Bachelor of science - [BSc](#)
- One year diploma computer Applications – [DCA](#)

IT SKILL

- ERP - Excellent
- Oracle - Good
- MS OFFICE - Excellent

PERSONAL INFORMATION

- NATIONALITY: [Indian](#)
- RELIGION: [Muslim](#)
- GENDER: [Male](#)
- MARITAL STATUS: [Married](#)
- IQAMA: [Transferable](#)
- IQAMA STATUS: [Valid](#)

DECLARATION

I hereby declare that the above information is correct to the best of my knowledge and belief.

MUZAFAR AHMAD
