

Curriculum Vitae

Fahad Ahmad

SENIOR PURCHASE COORDINATOR

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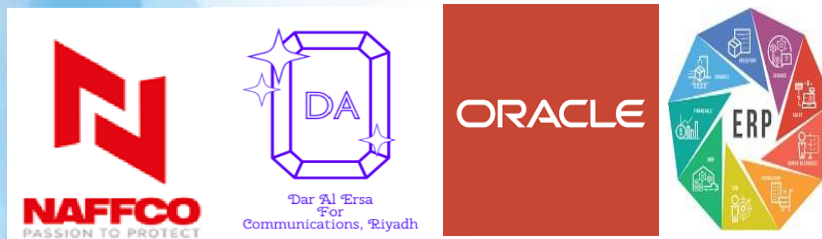
Mylifeisjourney4me@gmail.com

SPECIALITIES:

New Vendor ERP Registration / Procurement Management/Supply Chain Management (SCM)/ERP Systems/Negotiation Skills/interpersonal Skills

STRATEGIC SOURCING MARKET:

Middle East, India and Europe



Fahad Ahmad

4556 Eastern Ring Branch Rd, Ar Rabwah 7342, Riyadh 12824



Team Leader



Problem Solver



Analytical



Collaborator



Communicator



Innovator

Professional Profile

Aspiring to build a career as a Professional Purchase Coordinator with a leading organization, where I can leverage my management and interpersonal skills. I am eager to contribute effectively while seizing opportunities for both personal and professional growth.

About me:

- ☞ Fahad Ahmad executes Procurement and Supply Chain functions, supporting top management to ensure the smooth operation of the department in the Middle East and KSA region.
- ☞ I am well-versed in ERP systems, procurement, and inventory management, aiming to enhance the organization's profitability.
- ☞ Focused on achieving goals within deadlines and utilizing allocated resources, I seek a challenging position as a Procurement Specialist to improve company productivity.
- ☞ I specialize in helping businesses thrive in areas such as Supply Chain Management, Procurement, Sourcing, Materials Management.
- ☞ Possessing excellent interpersonal, analytical, and negotiation skills, I utilize a process-oriented approach to accomplish cost, profit, service, and organizational goals.
- ☞ Authorized to plan, organize, direct, control, and evaluate the company's supply chain procurement activities both locally and internationally.

Work Experience

Position	Company	Duration
Senior Purchase Coordinator	NAFFCO (Branch of National Firefighting Manufacturing Co)	23 March 2019 – Present
Purchaser cum Purchase Executive	Dar Al Ersa Est for Communications	27 March 2013 – 20 February 2019

Educational Qualifications

<u>COURSE/CLASS</u>	<u>UNIVERSITY</u>	<u>SESSION/YEAR</u>
Bachelor of Commerce	Sam Higginbottom University of Agriculture, Technology and Sciences, India	2014 -2017
XII (SSSC)	Uttar Pradesh Madhyamik Shiksha Parishad	2007
X (SSC)	Uttar Pradesh Madhyamik Shiksha Parishad	2005

Work Experience

Since March 2019 I have been working with **NAFFCO (Branch of National Firefighting Manufacturing Co) In Riyadh Saudi Arabia.**



- Handling the procurement needs (i.e. purchase orders, category buying, procurement agreements, etc.) of projects all over KSA and liaise with commercial department for vendor's payments, project critical materials payments. Advance cheques, vendor's outstanding payments, invoices, and L/C's etc. in a timely manner.
- Handle the procurement needs (purchase orders, category buying, procurement agreements, etc.) for projects across KSA, coordinating with the commercial department for vendor payments, project-critical materials payments, advance cheques, outstanding payments, invoices, and L/Cs in a timely manner.
- Report to the Group Supply Chain Manager on savings, KPIs, productivity, spend analysis, and new projects in the KSA region.
- Send RFQs to suppliers and subcontractors as per project requirements, evaluate offers both technically and commercially, and prepare bid evaluation reports.
- Manage transport operations with internal teams and third-party transporters.
- Vendor Prequalification: Arrange prequalification documents and submissions from vendors, coordinating with the QA/QC department for consultant approval.
- ERP and Oracle Systems: Familiarize with ERP (Enterprise Resource Planning) and Oracle systems for procurement activities and logistics. Handle legal contract management and negotiations for purchases in millions of Riyals/Dollars pertaining to direct and indirect procurement globally.
- Review and process all quality issues and claims to benefit the company, managing operations to ensure optimum inventory levels for maximum cost savings.
- Lead meetings with vendors, suppliers, and clients regarding material issues, and follow up on project materials to ensure quality and specifications meet requirements.
- Follow up with vendors on AWB/BL, commercial invoices, and packing lists.
- Negotiate with clients and suppliers, preparing purchase orders as needed.
- Follow up on LPOs, RFQs, and long lead items with suppliers to ensure smooth material delivery.
- Assess vendor performance based on criteria such as rejection rates, quality improvement rates, timely delivery, and credit terms.

From March 2013 to Feb 2019, I worked with **Dar Al Ersa Est. for Communications in Riyadh Saudi Arabia.**

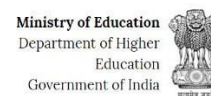


Purchaser cum Purchase Executive

- Purchase professional with several years of rich experience in daily required Mobile spare parts material as per daily requirements.
- Arrange quotations and research the market to check the latest Prices as per requirement.
- To follow up LPO, RFQ and Long Lead items with Supplier for smooth delivery of the material.
- Negotiation with clients/ Buyers and preparation of Performa Invoice/Contract.
- Managing all requisite activities to perform such as sourcing, coordination with site managers, project managers, recommendation, inspection, expediting & tracking of PO's on daily basis.
- Reviewing and processing all quality issues problems & claim settling towards the benefit of the company. Managing operations ensuring optimum inventory levels to achieve maximum cost savings without hampering the operations; executing ageing analysis to identify the slow moving and non-moving materials.
- Supervising incoming and outgoing material activities and distribution of stock commodities to various Branch stores along with main central store.

Other Qualifications and Achievements:

- International General Certificate in Occupational Health and Safety (IGC in Safety)
- One-year Computer Diploma in Computer Application and DTP from NCPUL and Ministry of Education, India



Personal Details:

Father's Name : Fahad Ahmad
Date of Birth : 26 Sep 1989
Marital Status : Single
Languages : English, Hindi, Urdu & Arabic Spoken
Passport No. : V-6793954
Iqama No. : 2351263674 (Transferable Visa)
Nationality : Indian

References:

Available Upon Request