



AL AMIN GAZI PROCUREMENT OFFICER

OBJECTIVE

To work on a challenging position in an organization that values purchaser's ability and skills to lower the cost to the bottom line.

A results-driven Procurement Officer experienced in sourcing, negotiating, and managing local and International supplier relationships across civil and Fit-out industries.

Adept at streamlining procurement processes, ensuring cost-effectiveness and maintaining high-quality standards. Committed to achieving cost savings, improving supplier performance and ensuring compliance with local regulations and business practices.

I would like to achieve the organizational goals and in turn avail the opportunity of self-development and continuous learning to evolve into global procurement.

☞ **As a Procurement Officer** Coordinate will all the interconnected divisions, personnel, stakeholders, suppliers and vendors to ensure the supplies according to requirement for projects and production. Considering the local law- Negotiate, evaluate the contract in Favor of company. Review PO's, collect and analyse purchasing data and ensuring deliveries in time. Recognized and by executives for achieving extraordinary results and constantly performing great work.

☞ **As a Coordinator**, Coordinates with Managers, superiors and relevant persons within busiest business time.

☞ **As an Admin.** Maintaining proper administration works innovative & efficiently. Contribute to improve and maintain Business Administrative Works by doing and leading an effective Team.

☞ A quick learner who can absorb new ideas and in experienced in Coordinating, Planning and Organizing of activities and an excellent team player with a proved ability to work proactively in office environment.

CONTACT

Current Address:
Jeddah, KSA

Contact:
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LANGUAGES

English (Fluent)

Arabic (Basic)

Bangla (Native)

Hindi (Speaking)

Urdu (Fluent)

PERSONAL ABILITIES

Punctuality

Honesty

Fluent on presentations

Work Under Pressure

Adaptability & Flexibility

Financial Acumen

Effective Communication

Self-Motivated

Personal Details

Marital Status: Married

Gender: Male

Blood Group: O +

WORK EXPERIENCES

☞ Worked as a **Procurement Officer** in **Trust Wood Factory, KSA** (Currently Working)

- Working Fit-out Contracting company, researching market and run Fit-out local and international procurement process

☞ Worked as a **Procurement Officer** in **Kooheji Contractors W.L.L.** (From 2022 to March 2024)

- Working in developer, Civil and Fit-out Contracting company enhanced experience in civil and Fit-out local and international procurement process.

☞ Worked as Project Administrative procurement officer in **Jahecon W.L.L.** (From 2021 to 2022)

- Working in Civil and infra construction company enhanced experience in procurement and administrative works with handling vendors and subcontractor.

☞ Worked as Project Admin and Procurement in **Ahmed Omer Trading & Contracting W.L.L** from 2019 to 2021.

- Working in Civil Contracting company with mega projects, enhanced experience in versatile procurement process.

☞ Worked as an Operations Admin in Alhassanain B.S.C © from 2017 to 2019.

- Working in Infra Contracting company with mega projects, enhanced experience in project and corporate administrative works.

EDUCATION

BBA – University Board Bangladesh, Dhaka (Graduated in 2017)

HSC (Higher secondary certificate) - Bangladesh Education Board, Comilla (Passed in 2012)

SSC (Secondary school certificate) - Bangladesh Education Board, Comilla (Passed in 2010)

Diploma in Computer Basics - Computer College Chandpur, Bangladesh

References

Available upon request

KEY SKILLS

- ☐ Financial Acumen
- ☐ Supplier Management
- ☐ Contract Management
- ☐ Conduct Market Research
- ☐ Analysis
- ☐ Negotiation
- ☐ Cost management and Budgeting
- ☐ Inventory and Stock Management
- ☐ Client relationship
- ☐ Strong Communication
- ☐ Accounts Assistance
- ☐ Coordination
- ☐ Purchasing & Procurement
- ☐ Preparing Payment Certificates
- ☐ Data Management
- ☐ Attention to details.
- ☐ Supervising works
- ☐ Team Management
- ☐ ISO Management System