



# Mohammad Shahbaz

PROCUREMENT OFFICER

## Contact



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Rd. No. 13 Jawahar nagar  
Mango Jamshedpur Jharkhand  
INDIA

## LANGUAGES

English  Arabic  Hindi/Urdu

## SKILLS SUMMARY

1. Negotiation
2. Communication
3. Market Research
4. purchase analytics
5. Cost analysis
6. Budgeting
7. Sap MM experience
8. Problem Solving
9. P.O. Creation
10. Vendor Evaluation
11. Track Shipping
12. Incoterms Knowledge
13. Letter of Credit
14. Electronics document manage system
15. Store Supervision

## SUPPLY CHAIN EXPERTISE



## PASSPORT DETAILS

Passport no : U0208012  
Expiry date : 10.10.2030  
Issued place : Manama, Bahrain

## About Me

*Efficient 13+ Years of Procurement Officer adept at monitoring supplies and handling all required procurement. Planning and budgeting, Negotiation, communication skills, Market research and analysis, Logistics tracking, always ready to accept new challenges and experience of Supply Chain Management.*

## Experience

### JARADAH GROUP

MAR-2013 TO CONTINUE

- Sending enquiry to concerned supplier for getting quotation for purchase of finished, raw material, capital goods, Tools and consumable material
- Material Planning, Price comparison, vendor development, price negotiation, ordering & rescheduling, established quality standard, timely procure of materials, MIS reporting and issue PO's in ERP.
- Daily follow-up with suppliers for Dispatch/ Rejection/Shortage of materials. Continuously communicate with the store and concern department for required materials.
- Analyze market rates to procure the materials in a given budget and vendor development. Prepare monthly tracker for overall control on purchase.
- Obtaining QHSE Policies and rules set by the company and to continually support the same to ensure a safe and healthy working environment.
- Establish and negotiate contract terms and conditions, and maintain supplier's relationships.
- Develop and maintain constructive and cooperative working relationship with colleagues and management.
- Visit supplier's plant and distribution centers to examine and learn about product, service and prices
- Maintain purchase file and records, keeping various department informed of the progress of their indent in case of delay in obtaining supplies.
- Evaluate suppliers based on price, quality, and delivery speed.
- Maintain and review records of item bought, costs, deliveries, product performance, and inventories.
- Payment co-ordination with accounts dept. of suppliers and transporters.
- Prepare monthly tracker for overall control on purchase.



## DRIVING LICENSE

License no. : 890151938  
Expiry date : 25.03.2027  
Issued place : Manama, Bahrain

## PERSONAL DETAILS

Father Name : Md. Serajuddin  
Date of Birth : 01.01.1989  
Marital Status : Married  
Gender : Male  
Religion : Islam  
Nationality : INDIAN

## PROFESSIONALS SKILLS

- Excellent interpersonal and high level relationship building skills
- Initiatives and drive, Problem solving and decision making
- Flexible and very quick learning
- Hard working and dependable
- Managing cost controlling and quality assurance
- Team leadership
- Nature to take full responsibility of the area at work

## R. K. CONSTRUCTION

AUG-2011 TO FEB-2013

- Prepare monthly tracker for overall control on purchase.
- Prepare Purchase requisition and local purchase orders for all types of materials.
- Implement procurement strategy, policies and forecast Procurement Needs.
- Prepare purchase requisition and local purchase order for all departments and branches.
- Checking of requisition and requirements.
- Sending RFQ' and obtaining pricing form vendors.
- Preparing price comparisons & Negotiation with vendors.
- Arranging samples if required & Preparation of orders and following up till receipt of materials.
- Preparing descriptions and bids when necessary. keeping vendor information up to date.
- Communicating with representatives in other departments of the company for supply orders.
- Closely working with finance & warehouse department to resolve problems with invoice and setup accounts with new vendors.

## Education

**Post Graduation Diploma in Supply Chain Management**  
Sikkim Manipal University (Distance)  
2009-2011

**Bachelor in Commerce**  
Ranchi University  
2006-2009

## Additional Qualification

- Advance Excel Training
- TALLY ERP
- SAP MM
- Busy

## Decleration

I hereby declare that all the information I have given is correct and true to the best of my knowledge and belief. I Hope you will consider my C.V. favorable and call me for an interview with the delegates and prove my worthiness and capabilities. I shall be ever grateful to you at all the time.

**MOHAMMAD SHAHBAZ**