

ARSHAD MAHMOOD

Procurement Officer

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Tabuk, Saudi Arabia

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PROFESSIONAL SUMMARY

Accomplished professional with over 20 years of experience Logistics Support / Procurement & Supply Chain. Proven track record in optimizing end-to-end processes, strategic procurement, and international logistics management. Skilled in leveraging technology for enhanced visibility and cost-effective solutions. Adapt at fostering collaborative relationships and ensuring timely delivery. Seeking a challenging role to contribute strategic and operational excellence to a forward-thinking organization of repute.

WORK EXPERIENCE

Procurement Officer

January 2024 – May 2025

Storm Company Ltd, Tabuk Saudi Arabia

Storm Co Ltd is a leading Saudi company licensed by the Ministry of Commerce, with two international quality certificates (ISO 9001:2015) and (ISO 45001:2018) in quality management and occupational health and safety systems. Over more than 20 years of hard work and striving to achieve an advanced level of satisfaction for our customers, have gradually expanded the company, accumulated success, and expanded our services. NEOM has designated selected companies to manage this purchasing process and facilitate payments. We are one of these authorized companies. As a result, while the services will be provided for NEOM, all invoices will need to be processed through Storm Company Ltd.

Responsibilities:

- Estimate and establish cost parameters and budgets for purchases.
- Cultivate and go along with the relationship with vendors/suppliers positively.
- Manage records of purchases, prices, and other relevant information.
- Review and analyze all vendors, suppliers, supply options, and prices.
- Develop plans for purchasing equipment, services, and supplies.
- Negotiate the best deals for pricing and supply contracts.
- Ensure that products and supplies meet high-quality standards.
- Maintain and update a list of suppliers, including their qualifications, delivery times, and potential for future development.
- Collaborate with team members and the procurement manager to complete tasks as needed.

WORK EXPERIENCE

Logistics Support Representative

December 2015 - August 2021

Accesszone Trading Islamabad Pakistan

Accesszone Trading is the Independent Representative (IR) of Bell Helicopter, A Textron Company, USA in Pakistan providing all kind of support i.e. sale, spares, repair / overhaul & maintenance to Pakistan Army for all their Bell Helicopters (Bell-412, Cobra, Jet Ranger, AB-205, AH-1F, AH-1Z etc)

Responsibilities:

- Monitoring data management to keep accurate product, contract, pricing and invoicing information.
- Working closely with Bell and Pakistan Army to improve operations and reduce cost.
- Communicating needs & objectives to managers & key personnel in procurement, logistics & distribution.
- Negotiating over quotations to reduce costs and achieve maximum efficiency.
- Providing accurate routing information to ensure that delivery times and locations are coordinated.
- Accurately calculating total supply chain costs in relation to proposed new projects.
- Obtaining quotes for transportation and also making cost comparisons.

Data Administrator**December 1999 - November 2015**

National Enterprises Rawalpindi, Pakistan

National Enterprises incepted its business in Pakistan in 1990 by establishing Liaison/Representative offices of Aviall Airstocsk, Dercos Aerospace at Rawalpindi. They provided total logistical support, supply and services to a variety of customers to a level of satisfaction surpassing that previously achieved by the aircraft manufacturer itself.

Responsibilities:

- Working with little to no supervision to provide administrative, clerical, secretarial support to the manager and coordinator.
- Following up with the customers.
- Assisting coordinators with client intake, researching information for the program manager, the production of manuals for new staff, word-processing, and compilation of statistics and spreadsheets.
- Filing, photocopying, taking minutes of staff meetings, office maintenance as well as any other task directed.
- Assisting office manager & doing regular correspondence with customers / principals, on all projects via letters, faxes & emails.
- Making sure that project deadlines are met.
- Completing and filing compliance documentation for import, export and supply chain security.
- Ensuring that all set targets are achieved.
- Supporting other departments within the company.
- Managing all supply chain activities.
- Filed paperwork and helped others with random tasks.
- Make sure everything was running properly and give assistance where needed.

PERSONAL SKILLS

- Strong interpersonal and communication skills.
- Strong analytical and problem-solving skills.
- Hardworking.
- Quick learning and understanding skills

TECHNICAL SKILLS

- Hands on experience in working with Microsoft Windows.
- Robust knowledge and extensive experience in Microsoft Office (MS Word, MS Excel, MS PowerPoint, MS SharePoint), Odoo, Ragic
- Typing Speed 40-50 wpm
- Software / Hardware trouble shooting.

EDUCATION

BACHELORS OF ARTS (BA)

Punjab University, Pakistan

1996

COURSES

BASIC COMPUTER COURSE

Micro Tech House, Rawalpindi

1996 -1997

UNITED TECHNOLOGIES CERTIFICATE OF COMPLETION

Understanding the Foreign Corrupt Practices Act

9th April, 2014

UNITED TECHNOLOGIES CERTIFICATE OF COMPLETION

United Technologies Code of Ethics

9th April, 2014

UNITED TECHNOLOGIES CERTIFICATE OF COMPLETION

Global Corruption and Bribery (What you need to know)

10th April, 2014

LANGUAGES

Urdu - Native

English - Intermediate