



MOHAMMAD IRFAN

Procurement Specialist / Project Admin



 Riyadh, Saudi Arabia

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 <https://www.linkedin.com/in/mohammed-irfan-90141739>

As a procurement specialist (CONSTRUCTION) bring the benefit of more than 9 year experience in the procurement sourcing and vendor relation management through SAP ARIBA, ORACLE ACONEX,ETIMAD.I am a positive and enthusiastic individual with good communication skills who enjoy variety of challenges and being an effective team member. To innovate things is my hobby. I always try to find optimum solution to difficult problems and making best use of available resources and techniques. I am currently seeking to build my career on the basis of quality education and practical experience in this field.

Education

- | | |
|-------------------|--|
| 2009-10 - 2013-09 | BE in IT Engineering: Information Technology
<i>Mandsaur Institute of Technology (RGPV) - Mandsaur, Bhopal</i> |
| 2008-05 - 2009-09 | Higher Secondary School: Science Education
<i>Subash English School - Mandsaur, India</i> |
| 2007-05 - 2008-04 | High School: Science Education
<i>Subash English School - Mandsaur, India</i> |

Work History

- | | |
|-------------------|---|
| 2023-02 - Current | Procurement Specialist (SAP ARIBA-ACONEX-ETIMAD))
<i>Al Dafe Trading and contracting Company, Red Sea Global Development company, Riyadh</i> <ul style="list-style-type: none">• Create and prepare request for proposal (RFP), request for quotation (RFQ), Bill of quantities (BOQ) and invitation to bid (ITB). Commercial bid analysis, purchase orders, letter of intents, monthly purchase order plan and payment plan.• Receive request, define solution & list prospective suppliers.• Review proposals and select qualified vendors. |
|-------------------|---|

- Review project specifications and vendor quotations to ensure equipment/material meet with project requirements.
- Conduct clarification meetings with vendors for technical and commercial matters.
- Conduct bid evaluations, recommended source selections, conduct negotiations for purchase and issued purchase orders.
- Review sub-vendors quality procedures.
- Establish agenda for pre-inspection meetings.
- Review pre-qualification documents for new vendor as per schedule Q of Aramco Standards.
- Create monthly performance reviews and reports focusing on overall sourcing requirements.
- Ensure commercial, legal and contractual compliance's in all procurement transactions.
- Adopt appropriate supplier management methodologies and procurement strategies in purchasing to secure better prices.
- Assist QC inspectors in all aspects of their work to ensure that all project requirements are fulfilled and that all inspections are carried out and correctly recorded.

2016-06 - 2023-01

Procurement Officer SAP MM

Baas International Group., Saudi Railways Organization Project (RCT DMM-RDP RIY)

- Manage parts of Logistic equipments and projects supplies.
- Check daily activities and Breakdown report and make sure that they are implement on site correctly.
- Solve problems and provide technical advice on site.
- Prepare daily progress report.
- Plan the work and organize site facilities.
- Liaise with any consultants, subcontractors, supervisors, planners, quantity surveyors and the general workforce involved in the project.

2013-02 - 2015-11

Procurement Specialist/ Branch Manager

Neorise Management Consultancy NMC, Mandasaur , India









- Overseeing and supervising employees and all activities of the purchasing department
- Checking Prepare plans for purchase of Equipments, services and supplies.
- Following and enforcing the company's procurement policies and procedure .

- Reviewing, comparing,analyzing and approving products and services to be purchased.
- Managing inventories and maintaining accurate purchase and pricing records.
- Liaise Maintaining and updating supplier information such as qualification delivery times, product ranges, etc.
- Maintaining good supplier relation and negotiating contracts.

Projects

- 2023-03** Neom-Telco Park Data Hall 3 Expansion Tender No.1100012612 (Recently Submitted).
- 2023-03** Neom-WOAN Multitenancy Fixed Network Tender No.1100012598 (Recently submitted).

Skills

Oracle Fusion		Very Good
Microsoft Excel		Very Good
Microsoft Word		Very Good
Microsoft Power Point		Very Good
AutoCAD		Good
Microsoft Office		Good
Oracle Aconex		Good
Sap Ariba		Very Good

Languages

English		Very Good
Arabic		Good
Urdu		Excellent
Hindi		Good

NMC



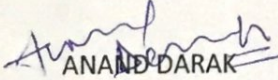
The Intellect Justification



I hereby certify that the person named (IRFAN RAHMANI) was employed by our company, (NEORISE MANAGEMENT CONSULTANTS), during the period starting from.12 Feb. 2013 to 31-Nov. 2015

He started in our company at the position of a trainee, but with her excellent performance and good abilities, he quickly got officially employed as a full time employee. For 2 years of working for us, he demonstrated as a diligent and truthful person. His leadership skills were outstanding and very helpful and highly appraised by our staff. By the time he was leaving, he had been nominated to the position of BranchManager.

Anyway, all of us wish his the best in his career path and future and would like to thank himfor his excellent contribution.


ANAND DARAK
CEO
Neorise Management Consultants
Proprietor

Rgd. Office : IIE, Bazaar No. 2, Near Gol Pyau Choraha Bhilwara (Raj.)

Ph.: 01482-238838 website:- www.nmcindia.org

شهادة خبره / Experience Certificate

Date: 30-Apr-2023

التاريخ: 1444/10/10 هـ

This is to certify that:

هذه شهادة بأن:

Name: Mohammad Irfan Mohammad Ikram
Iqama Number: 2414674057
Nationality: Indian

السيد: محمد ارفان محمد اكرم
رقم الإقامة: 2414674057
الجنسية: هندي

Has been an employee of **Baas International Group Company Limited.**

كان موظف لدى في شركة مجموعة باس الدولية المحدودة

From: 01-Jun-2016

من: 2016/06/01م

To: 31-Jan-2023

إلى: 2023/01/31م

Position: Procurement Officer

كان يشغل وظيفة: مسؤول المشتريات

Mr. Mohammad Irfan demonstrated a great understanding of the requirements of his job during his employment with us and has been cleared of all pending dues in the company.

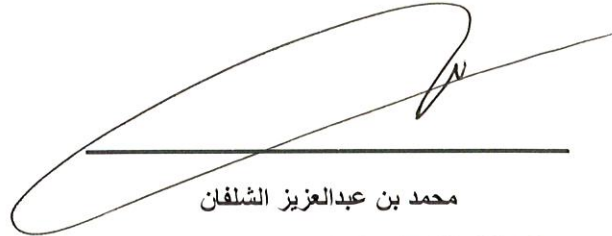
وقد كان السيد/ محمد ارفان متعاون متقن لعمله معنا وتم إخلاء طرف المذكور لدينا بناءً على طلبه وقد تسلم كامل مستحقاته من الشركة.

This certificate has been given upon his request without any liability from the company.

أعطي هذه الشهادة بناءً على طلبه ودون أدنى مسؤولية على الشركة.

We wish him all the success in his future career and endeavor.

تمنين له كل التوفيق والنجاح في المستقبل.



محمد بن عبدالعزيز الشلفان

Mohammed Bin Abdulaziz AL-Shalfan

نائب رئيس مجلس المديرين

Group-SVP



شركة مجموعة باس الدولية المحدودة



RAJIV GANDHI PROUDYOGIKI VISHWAVIDYALAYA, BHOPAL
(UNIVERSITY OF TECHNOLOGY OF MADHYA PRADESH)

STATEMENT OF MARKS

ROLL NO. : 0702IT091022

EXAMINATION JUNE-2013

SR. No. 3634460

NAME : IRFAN REHMANI
S/D/W/O MO IKRAM REMANI

B.E. (Information Technology)

SEMESTER : VIII

INSTT. : Mandsaur Institute of Technology, Mandsaur

STATUS : Regular

CODE	SUBJECTS	MAXIMUM MARKS						MARKS OBTAINED					
		THEORY BLOCK			PRACT. BLOCK			THEORY BLOCK			PRACT. BLOCK		
		END SEM	MID SEM	TOTAL	PRACT	TERM WORK	TOTAL	END SEM	MID SEM	TOTAL	PRACT	TERM WORK	TOTAL
IT801	Information Security	100	20	120	50	30	80	35	17	52	45	25	70
IT802	Soft Computing	100	20	120	50	30	80	42	17	59	45	25	70
IT803	Major Project-II	-	-	-	100	200	300	-	-	-	96	184	280
IT804	Self Study	-	-	-	-	30	30	-	-	-	-	27	27
IT805	Seminar/Group	-	-	-	-	30	30	-	-	-	-	26	26
IT83	Elective-III(Artificial Intelligence)	100	20	120	-	-	-	43	19	62	-	-	-
IT84	Elective-IV(Data Mining & Warehousing)	100	20	120	-	-	-	59	19	78	-	-	-
TOTAL		400	80	480	200	320	520	179	72	261	186	287	473

IN WORDS SEVEN HUNDRED TWENTY FOUR....OUT OF 1000

GRAND TOTAL

724

Ist Year : 92/200

IInd Year : 185/400

IIInd Year : 346/600

IVth Year : 1266/2000

Aggregate : 1889/3200

RESULT : PASS

59.03%

DIVISION : Second

Prepared by :

[Signature]

A. Karishma Nayak

Signature of Principal and
Seal of Institution

A.K. Singh

(Dr. A.K. Singh)

Controller of Examinations

Issue Date :

17/6/2013

[Signature]
Checked by :

[Signature]
Principal

Mandsaur Institute of Technology
MANDSAUR

3634460