

### Applicant Pre-Interview Form

To be filled by the applicant and communicated to Recruitment & HR

<b>1</b>	<b>Personal Information</b>	
	Full Name	Mohamad Murshid Alam
	Nationality / Gender	Indian/ Male
	Education / Degree Attained	CPP and CIPP
	Education / Degree attested (If applicable)	Diploma in Civil Engineering/ yes attested
	Date of Birth / Years of experience	30-07-1986/ 12 years
	Contact Number/s	0502197825
	Email/Skype I.D.	truemurshid@gmail.com
	Iqama Expiry Date:	30-09-2025
	No of Transfers	4th
	Current Location	Riyadh
	Are you working at this time?	No
	Are you willing to relocate?	Yes
<b>2</b>	<b>Employer</b>	
	Last / Current Employer	Rawabi Butec
	Reference Person / Contact	Mr. Zahi Mechleb- 0549703291
	Last / Current Job Title	Procurement Officer
	Summary on Last / Current Job Tasks	<p>Built relationships with vendors to negotiate ideal terms for purchases.            Maintained detailed records of all procurement activities for reference purposes.            Purchase Order Management: Skilled in using purchase order software platforms to submit, track, and manage orders accurately and efficiently.            Construction Materials Expertise: Purchasing mechanical, electrical, and civil construction materials, with their applications, and specifications.            Equipment- Renting or purchasing equipment using on construction site</p>
	Last / Current Salary and Benefits (Pls. specify if Basic or Total Package)	Total Package- 8500
	Reason for Leaving your last / current Employer	Project going to complete
	Transferable Iqama?	Yes
	NOC Availability	No
<b>3</b>	<b>Availability and Expectations</b>	
	Position Applied for	Procurement Officer
	Expected Salary (Pls. specify if Basic or Total Package)	As Per company Policy
	Marital Status / Dependents	Married/ 2
	Available to Join/Date	Immediately
	Availability for Interview	From 10 am to 5 pm
<b>4</b>	<b>Comments and Inquiries</b>	
	I am excited about the opportunity to discuss how my skills in procurement can contribute to the company's success.	

I hereby declare that all information mentioned above is accurate and correct.

Name: Mohamad Murshid Alam	Signature: 	Date: 09/07/ 2025
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# CURRICULUM VITAE

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## **MOHAMAD MURSHID ALAM**

Email id: [truemurshid@gmail.com](mailto:truemurshid@gmail.com)

Mob no: 0502197825

## **Procurement Officer (CIPP & CPP)**

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### **CARRIER OBJECTIVE:**

- Procurement Officer with 12+ years of experience seeking a challenging position to utilize my expertise in cost reduction and supplier negotiation.
- Adept at driving significant cost reductions and fostering robust supplier relationships, my tenure at RawabiButec showcased my expertise in strategic sourcing and vendor relations. Leveraging skills in Dynamics 365 and effective communication, I consistently ensured optimal procurement efficiency and project success, achieving notable savings and enhancing operational workflows.

### **SUMMARY OF WORK HISTORY AS A PROCUREMENT OFFICER:**

October 2023- Current

**Procurement Officer**, -RawabiButec, Riyadh

**Project Name**- South Riyadh Bulk Plant

April 2022- September 2023

**Procurement Officer**, -RawabiButec, Tabuk- Duba

**Project Name**- Amaala Airport

September 2017- May 2018

**Senior Procurement Officer**, -Al Badar Saudi Egyptian Co. Jeddah

July 2016- August 2017

**Senior Procurement Officer**, - Al Bassami, Jeddah

June 2009- June 2016

**Procurement Officer**, - Sesab International for Industry & Contracting, Jeddah

### JOB ROLE AS A PROCUREMENT OFFICER

- Built relationships with vendors to negotiate ideal terms for purchases.
- Maintained detailed records of all procurement activities for reference purposes as well as for auditing and compliance.
- Developed strong partnerships with vendors to secure favorable pricing, payment terms, and delivery schedules.
- Managed procurement projects from initiation to completion, ensuring timely delivery of goods and services.
- Developed and strengthened supplier relationships.
- Improved supplier relationships through regular communication, timely payments, and transparent dealings.
- Reduced costs with meticulous supplier negotiation and strict adherence to budget constraints.
- Monitored market trends closely to identify potential shifts in pricing or availability that could affect procurement decisions.
- Evaluated internal needs and developed plans for maintaining optimal supply levels.
- Achieved cost savings by conducting thorough market research before initiating the purchasing process.
- Prepared accurate purchase orders using relevant software applications, ensuring clear communication of requirements to suppliers.
- Negotiate contracts with vendors, securing best prices and terms for materials, equipment and services.
- Adept at handling unexpected challenges related to supplier delivery, material flow, and contract disputes.
- Achieved cost savings by conducting thorough market research before initiating the purchasing process.
- Purchase Order Management: Skilled in using purchase order software platforms to submit, track, and manage orders accurately and efficiently.
- Construction Materials Expertise: Purchasing mechanical, electrical, and civil construction materials, with their applications, and specifications.
- Equipment- Renting or purchasing equipment using on construction site
- Manpower- Hiring manpower as per site need requesting by different department

## SUMMARY OF WORK HISTORY AS A MATERIAL CONTROL OFFICER:

November 2019- July 2021

**Material control Officer**, -Al Fanar Steel, Jubail

November 2018- November 2019

**Material Planner**, -Al Zamil Metal works, Jeddah

## JOB ROLE AS A MATERIAL CONTROL OFFICER

- Ensuring material availability and tracking inventory levels.
- Implemented process improvements that streamlined workflows, reducing redundancies, and increasing operational efficiency.
- Coordinated operations with other emergency service groups.
- Managed budgets effectively, prioritizing resource allocation for maximum impact on departmental goals.
- Developed and implemented strategic plans to meet organizational goals, ensuring alignment with company objectives.
- Maintained strict adherence to industry regulations, minimizing risk exposure for the organization.
- Enhanced communication between team members by organizing regular meetings and fostering open dialogue.

## Additional Key Strengths:

- Attentive to Detail: Ensures accuracy and completeness in all purchase orders, minimizing errors and discrepancies.
- Resourceful and Efficient: Identifies reliable suppliers, sources materials effectively, and maintains smooth material flow for site operations.
- Team Player: Collaborates effectively with team members, clients, and suppliers to achieve project goals.

## Skills:

- Negotiated a significant cost reduction with a supplier for key materials.
- Resolved a critical material shortage by quickly sourcing alternative options.
- Maintained accurate purchase orders without errors, preventing project delays.
- Supplier Relationship Management
- Purchasing strategy
- E-procurement Systems

- Document Preparation
- Contract Negotiations
- Supplier relationships
- Strategic Sourcing
- Vendor Sourcing
- Vendor Relations
- Cost Analysis
- Price Negotiation
- Purchase order creation
- Vendor Relationship Management
- Telephone and email etiquette
- Materials purchasing
- Writing and verbal communication
- Purchasing
- Order Preparation
- Order Placement

### Strengths:

- Versatile and adaptable with experience in diverse roles.
- Strong procurement and negotiation skills.
- Excellent project management and coordination abilities.
- Proficient in technical software for design and fabrication.

### Brief Description of Project Details in KSA

South Riyadh Aramco Bulk Plant (Riyadh):

Scope could involve procurement of materials for a bulk plant used in Aramco's operations.

AMAALA INTERNATIONAL AIRPORT (TABUK-DUBA CITY):

Procurement for the construction of a new international airport in Tabuk-Duba City.

DAELIM INDUSTRIAL CO.LTD.

Job Name            YANBU EXPORT REFINARY PROJECT.  
TECHNIP

Job Name            JUBAIL EXPORT REFINARY (JERP PACKAGE 5A)  
SKEC

Job Name            Wasit Gas NGL  
Location            YANBU (K.S.A)

Linde

### Other Projects done with ARAMCO.

- Snamprogetti, Mitsubishi Heavy Industries
- Zamil Steel Industries

- Saudi Oger Ltd, ANORsspa. Italy
- Selas Fluid Processing Corporation
- Hail Agricultural Development Co
- Nooter/ Ericksen
- Danieli, SASOL, Arzew gratings

### Educational qualification:

- Diploma In Civil Engineering (NIT Institute)
- B.Sc. (Hons)from Magadha University

### Technical qualification:

- Certified International Procurement Professional (CIPP) from IFPSM
- Certified Purchasing Professional (CPP) from APS
- Pursuing CIPS Level 4

### Software Proficiency:

- ERP software (Dynamics 365): Highlight ability to use a comprehensive ERP system for managing procurement tasks.
- Ace Cad Software (StruMIS): Emphasize training in specialized steel structure detailing software.
- MS-Office: Suite of applications for word processing (Word), spreadsheets (Excel), presentations (PowerPoint), and email management (Outlook).
- Tekla Structure: Specialized software for detailed 3D modeling and analysis of steel structures, including generating fabrication drawings and bills of materials.
- Auto Cad: 2D and 3D modeling software for construction design.
- Fast CUT & Fast NEST: Steel cutting optimization software.

### PERSONAL DETAILS:

Father's name	:	Md. Khurshid alam
Date of birth	:	30/07/1986
Nationality	:	Indian
Marital status	:	Married
Language known	:	Urdu, English, Arabic, Hindi
Hobbies	:	Playing cricket
Postal Address	:	C/o-Md. Khurshid Alam

Mohalla: Sherpur, Post-  
Bihar-Sharif Dist.  
Nalanda  
PinCode.803101,(Bihar),(India)

PASSPORT DETAIL:

Passport No : R8332240  
Place of Issue : Patna

IQAMA DETAIL:

Iqama No. : 2276121312(transferable)

DECLARATION:

I hereby declare that all the above information is correct to the best of my knowledge and can be supported by an original document whenever required.

Date:

**(Mohamad Murshid Alam)**



Red Sea  
Global

# AMAALA INTERNATIONAL AIRPORT PROJECT



Rawabi  
رأبى  
RAWABI BUTEC

BUTEC

## Certificate of Appreciation

*Is hereby granted to:*

### MOHAMAD MURSHID ALAM

**Rawabi Butec – PROCUREMENT OFFICER**

In recognition of your outstanding contributions to the procurement department and the company as a whole. Your dedication, expertise, and commitment to excellence have helped us to save money, improve efficiency, and strengthen our supplier relationships.

Your work has had a significant positive impact on the company's overall success. We are grateful for your contributions and proud to have you as a member of our team since April 2022 till 31 Oct 2023

**GRANTED: OCTOBER 31, 2023**

*(Signature)*  
Mr. Jean Aboukhair  
PROJECT MANAGER







**IFPSM**  
INTERNATIONAL FEDERATION OF PURCHASING & SUPPLY MANAGEMENT

## Certificate of achievement

**Awarded to  
MOHAMAD MURSHID ALAM**



2024

having satisfied the assessment criteria of the course  
**Certified International Procurement Professional**  
provided by  
**WingsWay Training Institute LLC**

This course belongs to IFPSM PAS accredited training program.

  
Chris Oanda  
President IFPSM

The PAS standard has been designed to recognise and accredit courses and programmes in purchasing and supply management that meet the criteria regarding the programme design and structure, learning objectives and quality control.

  
Markku Henttinen  
Chief Executive IFPSM

The members of IFPSM comprise a powerful global network that elevates and advances the purchasing and supply management profession, favourably impacting international business practices

# AMERICAN PURCHASING SOCIETY



*Presented To*

***Mohamad Murshid Alam***

*Who has received certification as a purchasing professional.  
The responsibility to maintain the highest ethical practice  
to favorably reflect upon the profession is conveyed  
with this certification.*

*Given this 4th day of September, 2024.*

A handwritten signature in cursive script that reads "Richard H. Hough".

Certification No. 131903P

Richard H. Hough  
President

Text



**This is to certify that**

**Mohamad Alam**

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**Is a  
Student Member  
of the  
Chartered Institute of  
Procurement & Supply**

Given under our hand and seal

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Liz Lees  
CIPS Membership Director

Valid Until: February 3, 2025



9932056

**NITIInstitute**

National Industrial Technical Institute

(Registered Under Public Trust Act. Govt. Reg. No.- JH/NITI/206-2920)

An ISO 9001-2015 Certified Institute



Registration No. 1060150625NITIJSR

# CERTIFICATE OF PASSING SUBJECT

**THIS IS CERTIFY THAT**

**MOHAMAD MURSHID ALAM**

Son / Daughter of Mr. MOHAMMAD KHURSHID ALAM on  
successful completion of Diploma in Civil Engineering  
Duration 3 Years Course / Trade Commenced from 10-June-2008  
with Grade A Date of Issue 27-June-2011

Jamshedpur

Place of Issue



[Signature]  
Secretary

Regd. Office : Road No. 14, Opp. Ayesha Petrol Pump, Jawahar Nagar, Mango, Jamshedpur

Email : [nitijsr@gmail.com](mailto:nitijsr@gmail.com) | Web : [www.nitijsr.com](http://www.nitijsr.com)

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e/o Tasneem

ONLINE



ATTESTED

NOTARY PUBLIC  
DELHI (INDIA)

ENTRY No. 27110...

CS  
21/6..



**DHEERAJ SHARMA**  
SDM (E)  
Govt. of NCT of Delhi  
Distt. West, Raja Garden,  
New Delhi-110027

भारत सरकार GOVERNMENT OF INDIA  
अपोस्टिल / APOSTILLE  
(Convention de La Haye du 5 octobre 1961)

Country REPUBLIC OF INDIA  
This public document  
CERTIFICATE

has been signed by DHEERAJ SHARMA  
acting in the capacity of DHEERAJ SHARMA

bears the seal/stamp of SDM RAJA GARDEN NEW DELHI

Certified  
at NEW DELHI, INDIA the 25-JUN-2025  
by SO(OI/ATTESTATION), MINISTRY OF EXTERNAL AFFAIRS  
no 9006011282501  
seal / stamp

01 3570259



(मुद्रिका प्रसाद चमार)  
(Mudrika Prasad Chamar)  
अनुभाग 3 (Section Officer / O.I.)  
सी.पी.सी. प्रभाग / C.P.V. Division  
विदेश मंत्रालय, नई दिल्ली  
Ministry of External Affairs, New Delhi



## बोधगया

प्रमाणित किया जाता है कि ..... मो. मुखीद आम ..... को, जिन्होंने विद्यार्थी, सोनारको से जनवरी माह में आयोजित ..... 2008 सन् की त्रि-वर्षीय स्नातक पाठ्यक्रम के विज्ञान-स्नातक (प्रतिष्ठा) परीक्षा में तीसरे में द्वितीय श्रेणी में प्रतिष्ठा सहित उत्तीर्णता प्राप्त की है, आज विज्ञान-स्नातक (प्रतिष्ठा) की उपाधि के लिए अधिकृत किया जाता है ।

अन्य विषय :

- (1) सामान्य अध्ययन (2) रचना (हिन्दी+उर्दू)  
(3) वनस्पति विज्ञान (4) रसायनशास्त्र

## MAGADH UNIVERSITY

BODHGAYA

This is to certify that ..... Md. Murshid Alam ..... of Bihar Sarif, 50909 (M.P.) having passed Three Year Degree Course Examination of in Bachelor of Science (Honours), held in the month of January....., 2008 in Second Class, is admitted this day to the degree of Bachelor of Science (Honours). Zoology

Other Subjects :

- (1) General Studies (2) Composition (Hindi+Urdu)  
(3) Botany (4) Chemistry



2017

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Spurs

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No 053703

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أرامكو السعودية  
saudi aramco



مرشد عالم  
MURSHID A ALAM

مقاول

CONTRACTOR

Badge No: 8636177

Expiry Date: 12/31/2024

KINGDOM OF SAUDI ARABIA  
MINISTRY OF INTERIOR

المملكة العربية السعودية  
وزارة الداخلية

RESIDENT IDENTITY  
MOHAMAD MURSHID - ALAM

محمد مرشد - عالم

الرقم ٢٢٧٦١٢١٣١٢ نسخة ١٢

مكان الإصدار الخدمات الإلكترونية

الإصدار ١٩٨٦/٠٧/٣٠ الميلاد ١٤٤٣/١٢/٢١

المهنة رسام عام

الجنسية الهند

صاحب العمل شركة روابي بوتك المحدودة

2276121312

KINGDOM OF SAUDI ARABIA  
MINISTRY OF INTERIOR

المملكة العربية السعودية  
وزارة الداخلية

رخصة سيطرة  
DRIVING LICENSE

MOHAMAD MURSHID - ALAM

محمد مرشد - عالم

الرقم ٢٢٧٦١٢١٣١٢ نسخة 1

تاريخ الميلاد ١٤٠٦/١١/٢٣

تاريخ الإصدار ١٤٤٥/٠١/١٩

تاريخ الإنتهاء ١٤٥٥/٠١/١٩

النوع خاصة

الجنسية الهند

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निर्णय / OBSERVATION

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विशेष सेवा / MISCELLANEOUS SERVICE

पिता / कानूनी अभिभावक का नाम / Name of Father / Legal Guardian

~~MOHAMMAD KHURSHID ALAM~~

माता का नाम / Name of Mother

~~ALAM ARA BEGAM~~

पति की पत्नी का नाम / Name of Spouse

पता / Address

~~MOHALLA SHERPUR BIHARSHARIF~~

~~NALANDA BIHAR~~

पुराने पासपोर्ट का नं. और इसके जारी होने की तिथि एवं स्थान / Old Passport No. with Date and Place of Issue

~~65637980~~

~~30/10/2007~~

~~PATNA~~

~~SAUJ55363917~~

~~OLD PPT CLD AND RETURNED~~

