

Muhammad Javed Ansari

House # : 635, Street No. 10, M.M. Colony, Sector 11-1/2
Orangi Town, Karachi, Pakistan.
Email: javed2kplus@yahoo.com, Skype: javed.ansari252
Mobile: +923408717364

Objective

Become an important tool of Purchase / Procurement Department **(Foreign)**.

Resume Summary

Current Position : RFQ Sourcing Specialist / Team Leader in Global Controls Company, Saudi Arabia
Since Jan 2022.
Years of Experiences : +26
Preferred Location : Dubai, Saudi Arab, USA, Canada,UK, Germany.

Employment History

1. Global Controls Company, Saudi Arabia - Jan 2022 – Till now

Position Title (Level) : Procurement and RFQ Sourcing Specialist
Industry : Process Industries, like, Cement, Oil, Power Generation, Petroleum etc.

Work Description

- ⇨ Receive inquiries mainly from Saudi Electricity Co (SEC) for their Industrial requirement.
- ⇨ Process rfqs to relevant supplier for competitive offer
- ⇨ Negotiate with vendors /suppliers in terms of prices quality, delivery ,services e.g
- ⇨ Recommendation for supplier as per lowest in cost. Previous performance, technical info
- ⇨ Source product for competitive price from US / Far East / European supplier.
- ⇨ Searching & Induction of new potential vendors / suppliers
- ⇨ Submit Quotation to our customer after nominal Mark-up.
- ⇨ Ensure accuracy of all tasks at all times

2. TriVow Supplies, UK - Jan 2020 – Dec 2021

Position Title (Level) : Business Development Manager / RFQ Sourcing Specialist
Industry : Process Industries, like, Cement, Oil, Power Generation, Petroleum etc.

Work Description

- ⇨ Receive inquiries almost all around the world (more than 300 customers) for their MRO / Industrial requirement.
- ⇨ Process rfqs to relevant supplier for competitive offer
- ⇨ Keep updated customer regarding latest supplied product
- ⇨ To get new customer on board, keep them sending introductory letter with our latest achievement.
- ⇨ Negotiate with vendors /suppliers in terms of prices quality, delivery ,services e.g
- ⇨ Recommendation for supplier as per lowest in cost. Previous performance, technical info
- ⇨ Source product mainly from European supplier.
- ⇨ Searching & Induction of new potential vendors / suppliers
- ⇨ Prepare Quotation as per customer requirement and submit them accordingly.
- ⇨ Ensure accuracy of all tasks at all times

3. FaranResources Inc., USA - Nov 2009 – Dec 2019

Position Title (Level) : RFQ Team Leader / RFQ Sourcing Specialist
Industry : Process Industries, like, Cement, Oil, Power Generation, Petroleum etc.

Work Description

- ⇨ Receive inquiries from Process Industries Customer in Middle East for their Industrial requirement.
- ⇨ Floating of Inquiries for Quotation to relevant supplier and follow up for quotation.
- ⇨ Negotiate with vendors /suppliers in terms of prices quality, delivery ,services e.g
- ⇨ Recommendation for supplier as per lowest in cost. Previous performance, technical info
- ⇨ Source product for competitive price from European supplier.
- ⇨ Searching & Induction of new potential vendors / suppliers
- ⇨ Submit Quotation to our customer after nominal Mark-up.

↔ Ensure accuracy of all tasks at all times

4. Activity Corporation, Karachi - Aug 1999 – Sep 2009

Position Title (Level) : Import Assistant / RFQ Sourcing Department

Industry : Process Industries, like, Cement, Oil, Power Generation, Petroleum etc.

Work Description

- ↔ Receive inquiries from companies such as Cement Factories, Sugar Mills, Pharmaceutical Companies, Refineries etc.
- ↔ Floating of Inquiries to relevant Foreign Principals / Supplier for competitive price.
- ↔ Recommendation for supplier as per lowest in cost. Previous performance, technical info
- ↔ Submit Quotation to our customer after nominal Mark-up.
- ↔ Continuously follow-up with customer for our submitted Quotation.
- ↔ Making Comparative Statement of requested items as per PR or Quotation issuance of Purchase Order and dispatch them
- ↔ Place order to Principals / Supplier after approval from customer and continuously follow-up with them till the items delivered.
- ↔ Follow up for delivery as per time / as per Plant need
- ↔ Ensure items are shipped by the most expedient and cost-effective methods
- ↔ Coordination with Supplier/Buyer about Shipment & Payments.
- ↔ Fastidious about every detail of each shipment and be accessible to resolve any issues that arise to avoid delays in shipments
- ↔ Ensure accuracy of all tasks at all times

Educational Background

Intermediate (Pre-Eng.) from Karachi Board

1995-96

Division/Grade : C Grade

Matriculation (Science) from Karachi Board

1991-92

Division/Grade : A Grade

Computer Skills

(**Proficiency: Advanced** - Highly experienced; **Intermediate** - Familiar with all the basic functionalities; **Beginner** - Just started using or learning the skill)

Skill	Proficiency
Internet	Advance
Operating System	Advance
Hardware	Beginner

Typing Speed

❖ 80 w.p.m (Maximum)

❖ 75 w.p.m (Average)

Languages (Proficiency: 0=Poor - 10=Excellent)

Languages	Spoken	Written
English	8	9
Urdu	10	9

Personal Particulars & Preferences

Name : Mohammad Javed Ansari
Father's Name : Seraj-ul-Haque
Date of Birth : 08 May 1975
Marital Status : Married
Nationality : Pakistan
Gender : Male
Religion : Islam
CNIC No. : 42401-8383560-9

Hobbies

Internet surfing

Listening Music

Favorite Quote:

Honesty is the Best Policy

Thank you so much for your time and I hope you'll consider me to be a part of your work,
I promise you will not be disappointed.