

MOHAMMED FARHAN AHMED

CURRICULUM VITAE

☎ +966-537442496 ✉ farhan171001@gmail.com

Visa Type - Transferable IQAMA & locally available

Passport No: Y5289746



PROFESSIONAL SUMMARY

Results-driven **Procurement Officer** with extensive experience in the construction industry. Skilled in optimizing supply chain operations and managing procurement processes to ensure timely delivery of materials. Committed to enhancing project efficiency and profitability through effective sourcing and vendor management.

Key Skills -

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| ➤ Excellent Communication Skills. | Logistic & Supply Chain Management. |
| ➤ Construction Industry. | Demand & Supply Management. |
| ➤ Supplier Sourcing | Supplier Relationship Management. |
| ➤ Purchase Order Management | Stock Control, Inventory Control Management skills. |
| ➤ Contract Negotiation. | Time management & Detail-oriented. |
| ➤ Material Procurement. | Data Analytics (Power BI) |

EDUCATION

Bachelor of Commerce (Taxation) from Osmania University.

(All Certificates attested from **Indian – GRD & HRD**)

ACCOUNTING SKILLS

Proficient in ERP Packages.

ORGANIZATIONS SCAN

1) Falcon Eye Solutions Contracting Company. Riyadh, KSA

Purchases Officer (April 2025 to July 2025)

- Identifying and qualifying reliable suppliers for high-tech security and solar products.
- Requesting and analyzing quotations, proposals, and technical specifications.
- Negotiating pricing, contracts, and delivery terms in line with company policies.
- Coordinating with technical teams to ensure product compatibility and compliance.
- Monitoring inventory levels and ensuring timely procurement to avoid delays.
- Ensuring all purchases comply with budgetary and quality requirements.
- Maintaining accurate procurement records and supplier documentation.
- Supporting installation and after-sales service coordination with vendors

2) Al Naboodah Construction Group Ltd. Dubai

Procurement Officer (May 2024 – March 2025)

- Coordinated procurement of construction materials and technical equipment for commercial and residential projects worth up to \$5M.
- Issued RFQs and analyzed vendor quotations to ensure alignment with project technical specifications and budget constraints.
- Negotiated prices and delivery terms with local and international suppliers, achieving 10% average cost savings.
- Managed procurement documentation, purchase orders, and delivery schedules to support project deadlines.
- Collaborated with engineering, project management, and site teams to ensure material compatibility and timely procurement.
- Assisted senior procurement team in sourcing and vendor selection for Civil & Structural, MEP (Mechanical, Electrical, Plumbing) components.
- Maintained supplier databases and tracked delivery performance metrics.
- Processed purchase requisitions and ensured compliance with company procurement procedures.
- Conducted initial review of supplier contracts and escalated issues to senior management.
- Evaluated technical specifications and collaborated with engineering teams to ensure material compliance.

- Handled procurement documentation including POs, quotations, comparative statements, and vendor evaluation reports.
- Established a procurement dashboard using Excel + Power BI to track purchase orders, delivery lead times, and vendor performance KPIs.

2) ADITYA CONSTRUCTION COMPANY | HYDERABAD – INDIA

Worked as Procurement Officer | Joined as Procurement Assistant (08/2022 – April 2024)

- Identify and evaluate potential suppliers, ensuring they meet quality standards and have the capability to deliver required materials and services.
- Prepare, issue, and manage purchase orders for construction materials, equipment, and services required for projects.
- Negotiate terms and pricing with suppliers and contractors to secure favorable contracts while maintaining quality and compliance standards.
- Oversee the procurement of construction materials, ensuring timely availability to avoid project delays and manage costs effectively.
- Review and evaluate bids from suppliers and subcontractors, conducting thorough analyses to select the best value offers for the company.
- Establish and maintain strong relationships with vendors and suppliers, fostering open communication for future collaboration and quality assurance.
- Monitor market trends, pricing changes, and industry developments to inform procurement strategies and make data-driven purchasing decisions.
- Ensure that all procured materials meet project specifications and quality standards by conducting inspections and coordinating with quality control teams.
- Collaborate with warehouse personnel to manage stock levels, maintaining optimal inventory to meet project requirements without overspending.

PERSONAL DETAILS

Date of Birth	:	17th October 2001	Age	:	23 Years
Nationality	:	Indian	Gender	:	Male
Languages Known	:	English, Arabic, Hindi, Urdu	Marital Status	:	Single
Visa Type	:	Transferable Iqama	Religion	:	Islam

DECLARATION:

I hereby declare that all the information furnished above is true to the best of my knowledge & belief.

MOHAMMED. FARHAN AHMED