



Arif Manzoor

Nationality: Indian **Date of birth:** 15/02/1995

Place of birth: Srinagar, India **Gender:** Male **Phone number:** (+966) 567336571

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Current Location: Kingdom of Saudi Arabia

ABOUT ME

Dynamic and results-driven procurement specialist with comprehensive experience in sourcing, vendor management, contract negotiations, and supply chain optimization. Adept at developing strategic procurement plans to drive cost savings, improve supplier relationships, and ensure timely delivery of goods and services. Skilled in leveraging market analysis and innovative procurement techniques to support organizational goals across diverse industries. Proven ability to lead cross-functional teams, manage multiple projects, and implement process improvements that enhance operational efficiency. Committed to maintaining high standards of compliance, ethical procurement practices, and continuous professional development.

EDUCATION AND TRAINING

PG Diploma in Business Management

University of Kashmir [01/07/2022 – 01/08/2023]

City: Srinagar | **Country:** India | **Field(s) of study:** Business, Administration: • Management and administration, Marketing and advertising, Operations, Distribution, Human Resources.

Diploma in Computer Operations & Programming Assistant

Government Industrial Institute [2021 – 2022]

Masters in Mass Communications

University of Kashmir [01/01/2017 – 31/12/2019]

City: Srinagar | **Country:** India | **Field(s) of study:** Communication, Business and Corporate Communication, Public Relations, International Relations, Media and Society, Research.

Bachelor of Science

University of Kashmir [01/01/2013 – 30/03/2016]

City: Srinagar | **Country:** India

Field(s) of study: • English • Biotechnology • Chemistry, Environmental Science • Zoology

WORK EXPERIENCE

Procurement Executive

Noor Innovative Contracting Company, Saudi Arabia [01/03/2023 – Present]

Responsibilities:

- Cultivate and maintain a positive relationship with vendors/suppliers.
- 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
- Review and analyze all vendors, suppliers, supply options, and prices
- Develop plans for purchasing equipment, services, and supplies
- Research suppliers of goods and services
- Gather quotes, proposals, and purchase terms and conditions
- Track inventory and submit purchase orders as needed
- Recommend new products, services, or materials in keeping with industry trends

Procurement Officer

Maruti Suzuki India Ltd., Srinagar [01/01/2022– 28/02/2023]

City: Srinagar | **Country:** India

Responsibilities:

- Manage relationships with the organisational network and external vendors for procurement.
- Monitor compliance with the organisation's procurement targets.
- Participate in key activities in technology projects.
- Plan work improvement activities and performance improvement strategies.
- Review drafted proposal or procurement specifications to ensure procurement requirements are followed.
- Support negotiation efforts with information on agreed contract terms with preferred sellers.
- Support the use of technologies and electronic tools.
- Test the quality of products based on procurement requirements and quality assurance standards.
- Work with Sales and Finance departments to support payment processes for sellers.

Public Relations Executive

Public Relations Centre, University of Kashmir [01/07/2018 – 01/10/2019]

City: Srinagar | Country: India |

Responsibilities:

- Promotes, manages, and maintains the public's view of the person, organization, product or service you represent
- Organizes and manages various Public Relations activities
- Manages the relationships between a company and external parties
- Works with individual clients, company executives, or both to determine the exact publicity-related goals you'd like to achieve
- Works with the marketing team to ensure a match with the corporate brand

COURSES & CERTIFICATIONS

Connected Leadership [05/2024]

Yale University, USA.

Construction Project Management [05/2024]

Columbia University

Supply Chain Planning [05/2024]

Paul Merage School of Business, University of California, USA.

Introduction to Risk Management [04/2024]

New York Institute of Finance.

Project Management: Beyond Planning & Control [04/2024]

Politecnico di Milano, Italy.

Project Management: Foundation & Initiation [04/2024]

University of Colorado Boulder, USA.

Relationship Management [04/2024]

Rice University, USA

Introduction to Data Engineering [02/2024]

IBM

Oil & Gas Industry Operations and Markets [02/2024]

Duke University, USA.

Customer Analytics [01/2024]

University of Pennsylvania, USA.

Fundamentals of Marketing Strategy [01/2024]

University of London, UK.

International Business Context [01/2024]

University of Colorado Boulder

Strategic Management [01/2024]

Copenhagen Business School

Global Public Procurement [06/2023]

Korea Advanced Institute of Science and Technology.

Corporate Strategy [05/2023]

University of London, UK.

Successful Negotiation: Strategy & Skills [06/2023]

University of Michigan.

Global Energy & Climate Policy [06/2023]

SOAS University of London, UK

Corporate Communications in a Fast-Paced World Supplier Development

Nesma & Partners

Planning P6 Advance

Nesma & Partners

ICT Systems

Nesma & Partners

Work Welfare & Wellbeing

Nesma & Partners

SKILLS

Good intercultural communication / Leadership, Critical thinking and Emotional Intelligence / Analytical and Research / Strong Time Management / Manage contracts/ business communication / Presentation and Public Speaking/ perform field research / Have good leadership qualities / Problem solving & negotiator/ Client & Supplier management, Expansion of business / Project coordination

SOFTWARE PROFICIENCY

Microsoft Office/Enterprise Resource Planning (ERP) software/ Customer Relationship Management (CRM) software

LANGUAGE SKILLS

Language(s):

English

LISTENING C1 **READING** C1 **WRITING** C1

SPOKEN PRODUCTION C2 **SPOKEN INTERACTION** C1

Arabic

Conversational

Urdu

LISTENING C2 **READING** C2 **WRITING** C2

SPOKEN PRODUCTION C2 **SPOKEN INTERACTION** C2

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

PERSONAL DETAILS

- Driving License: KSA
- Marital Status: Unmarried
- References: Upon request

I hereby declare that the information given here is true to the best of my knowledge.

Place: KSA
Arif Manzoor

