

CURRICULUM VITAE

NIZAMUDDIN PHULARE

PROCUREMENT OFFICER

P +966 599 084294

E Nizam17t@gmail.com

ADD

Riyadh
Kingdom of Saudi Arabia

Nationality: INDIAN

OBJECTIVE

Seeking a challenging career by being associated with a progressive organization, where I can utilize my skills and experience dynamically for the growth of the organization. As well as my professional growth and flourish in a highly competitive environment

SUMMARY

An energetic, self-motivated and hardworking management professional with more than Nine Years of experience in the Procurement field at different projects & Large-Scale industries. Receiving, inspecting, and verifying incoming goods against invoices or other documents, recording shortages and rejecting damaged goods. Organizing and maintaining inventory and storage area, ensuring the neatness and safety of the premises.

EMPLOYMENT HISTORY



CFHEC-CHINA FIRST HIGHWAY ENGINEERS COMPANY

POSITION : Procurement Officer

Client : NEOM

Project Name: Trojena

Duration Period: From 01st -May 2024 to 15th May 2025

- Review Material Requisitions and purchase orders for compliance with contract requirements
- Creating RFQs and overseeing competitive bidding cycles.
- Managing the procure-to-pay process, including requisitioning, purchasing, receiving, invoicing, and paying for goods and services
- Preparing purchase orders & making purchase agreements between two parties.
- Preparing and updating of various logs and registers
- Negotiating with vendors for the best quality & cheapest price while comparing three quotations of different Vendors & choosing among best one vendor.
- Follow up with suppliers & negotiation regarding delivery of material to site within period.
- Managing direct procurement processes, including the purchasing or obtaining of raw materials, resources, goods, and services for manufactured goods

EDUCATION QUALIFICATION

BACHELORS: (B.COM) C.A

**BACHELOR OF COMMERCE
AND COMPUTER APPLICATION
RAYALSEEMA UNIVERSITY
KURNOOL DIST A.P. INDIA**

KEY SKILLS

- MICROSOFT OFFICE PROFICIENCY
- INTERPERSONAL SKILLS
- PLANNING & IMPLEMENTING
- TIME MANAGEMENT
- PRESENTATION & LEADERSHIP SKILLS
- ADMINISTRATIVE SUPPORT SPECIALIST
- STRONG PROBLEM SOLVER
- ABLE TO PRIORITIZE
- GOOD COMMUNICATOR
- HONEST
- ADAPTABLE
- PLANNING SKILLS
- RESOURCEFUL
- GREAT ANALYTICAL SKILLS
- RESPONSIBLE



CHINA STATE CONSTRUCTION ENGINEERING CO LTD

POSITION : Procurement Officer

Client : NEOM

Project Name: Running Tunnels (Mountain Section Lots 2 and 3)

Duration Period: From 01st -July 2022 to 05th April 2024

- Preparing purchase orders & making purchase Agreement Between Two Parties
- Identifying the procurement needs of the entire organization
- Maintain the files and control logs as required by the project.
- Arranging Invoices & Delivery Notes to Filing & Arranging PO & PR To Filing.
- Organizing and keeping well-organized files and ensuring confidential information and documents are handled with complete discretion
- Managing procurement budgets, strategies, and payment processes
- Developing and implementing cost-effective procurement strategies and policies for the purchasing of raw materials, goods, and services
- Evaluating and strategic sourcing of potential suppliers

ABV ROCK GROUP

POSITION : Procurement Officer

Client : Manens-Tifs

Project Name : Security Forces – Medical Center Riyadh

Duration Period: From 01st -Feb 2017 to 05th April 2022

- Procuring all construction consumable items such as: Steel sets, Lattice girder, rock bolt, wire mesh, cement, other structural steel, canopy tubes, aggregate, sand, Polypropylene synthetic fiber, chemicals for shotcrete, material for form work, large water tankers for domestic and construction purposes. Rock Fall fence, Rock Net, pipes for culvert.
- Managing indirect procurement, including the purchasing of goods, services, supplies, and materials needed for daily operations
- sending professional business emails to vendors for follow-up materials
- conducting internal procurement meetings to proceed with work accordingly in respective manner.
- Conducting internal & External meetings to execute the business strategies
- Perform accounting and clerical function to support Concern departments
- Maintaining petty cash Daily record on electronic & manual for cash procuring.
- Both in & out. & collecting related invoices & receipt voucher for future records
- Tracking Material Status imports from abroad with the help of internet websites.
- Controlling the Inventory Stock physically & tally to system program.
- Adding Invoices & cash & cheque collection in the system program.
- support managers in organizing, planning and implementing strategy organize daily activities and ensure schedules and objectives are met interact with customers and learn their needs and specifications manage, supervise and support the personnel monitor operating costs,

- PLANNING SKILLS
- RESOURCEFUL
- GREAT ANALYTICAL SKILLS
- RELIABLE
- PROACTIVE
- COLLABORATIVE
- FRIENDLY
- GOOD LISTENING SKILLS
- SELF-CONFIDENT
- INNOVATIVE
- KNOWLEDGEABLE
- WELL-ORGANIZED



The Mumbai Coastal Road Project (MCRP) (Phase 1), (INDIA)

Position: Procurement Assistant

Duration: From 01-November-2013 to 01-January-2017

To seamlessly connect south and north Mumbai

1. Arranging invoices & deliver notes to filing & Arranging PO & PR to filling
2. Tally with Purchase Orders Comply with Delivery Notes & Invoices Documents & Incoming Project Materials
3. Negotiating Contracts with Vendors to Secure the Best Deals and Terms
4. Maintaining Advantageous Relationships with Suppliers and Managing Disputes
5. Monitoring Supplier Performance for Optimal Business Operations Performance
6. Ensuring The Timeliness and Effectiveness of Goods and Services
7. Forecasting To Predict Future Demand for Goods, Services, And Purchase Requisitions
8. Collaborating With Internal Departments to Ensure Procurement Needs Are Met
9. Finalizing Purchase Details and Approving Purchase Requests and Purchase Orders
10. Analyzing Procurement Data, Conducting Spend Analysis, And Preparing Reports

STRENGTH

- Good organizational communication skills, both oral and written
- Can work independently, with minimum supervision & Good computer skills Presentable,
- Strong personality with good communication skills.
- Developing new and managing existing client relationships.
- Working closely with management to develop and implement management strategy.

Personal Information

Nationality : **Indian**
Religion : **Muslim**
Material Status : **Married**
Date of birth : **1986**
Language : **English (Fluent), Arabic (Good) & Hindi (Fluent)**
KSA (IQAMA) : **Transferable valid up to 6th Sep 2025**
Driving License : **Valid Saudi Driving License**
DrivingExpiry : **June-2029**

DECLARATION:

I hereby confirm that the information furnished above is true to the best of my knowledge & skills attributes.

Sincere Regards
Nizamuddin Phulare
966 599 084 294

Sl.No. 65895
క్రమసంఖ్య



Register No. 102026016
రిజిస్టర్ నెం.

RAYALASEEMA UNIVERSITY

రాయలసీమ విశ్వవిద్యాలయము

FACULTY OF HUMANITIES & SOCIAL SCIENCES

ఫ్యాకల్టీ ఆఫ్ హ్యూమానిటీస్ & సోషల్ సైన్సెస్

This is to certify that
ధృవీకరణ

Mr./Ms. _____ P. NIZAMUDDIN

శ్రీ/శ్రీమతి/కుమారి

Son/Daughter of _____ P. ABDULLAH _____ కుమారుడు/కుమార్తె

has been duly admitted to the Degree of **Bachelor of Commerce (Computer Applications)**

పట్టాప్రదానానికి అర్హతపొందినందున

(Medium ENGLISH)
మాధ్యమం

in this University he/she having been declared to have passed the examination prescribed therefor as follows :

ఈ విశ్వవిద్యాలయం నుంచి క్రింద సూచించిన విధంగా అతడు/ఆమె పట్టాకు నిర్దేశించిన పరీక్షలో ఉత్తీర్ణత పొందినట్లు ప్రకటించడమైనది.

Subjects అభ్యసించిన అంశాలు	Month & Year of Passing ఉత్తీర్ణత పొందిన నెల, సంవత్సరం	Class Awarded పొందిన శ్రేణి
Part-I a) English b) Another Language : Hindi	March-2012	First Class
Part-II a) Commerce (Computer Applications)	March-2013	First Class
Part-III a) Indian Heritage Culture & Science and Civilization b) Environmental Science c) Citizenship Education	March-2013	Second Class

Given under the Seal of the University

విశ్వవిద్యాలయ అధికారమునందలి జారీచేయబడినది.

Kurnool - 518 007. A.P., India.
కర్నూలు-518 007. ఆంధ్రప్రదేశ్, భారతదేశము

Date : 09-01-2016
తేదీ :



Registrar
కులసచివులు

Bcom(C.A)

Roll No.

01010853077

AI NO : 010108



Serial No. ON/06

00774

REG01/000724

OLD ROLL NO:

राष्ट्रीय मुक्त विद्यालयी शिक्षा संस्थान
National Institute of Open Schooling

पूर्वतः राष्ट्रीय मुक्त विद्यालय (रा.मु.वि.)
Formerly National Open School (NOS)

भारत सरकार • Govt. of India नई दिल्ली • New Delhi

अस्थायी प्रमाण पत्र

PROVISIONAL CERTIFICATE

This is to certify that

Son/Daughter of

passed the Senior Secondary School Examination of

National Institute of Open Schooling, held in

OCTOBER - 2006 in the following subjects:

ENGLISH

MATHEMATICS

POLITICAL SC.

COMMERCE

ACCOUNTANCY

New Delhi

Dated :

11/12/2006

Deputy Director (Evaluation)

Note: This certificate is given provisionally pending issue of original certificate.

Roll No.

01010853077



Serial No. ON
06

00774

AI ND : 010108

REG01/000724

OLD ROLL NO:

राष्ट्रीय मुक्त विद्यालयी शिक्षा संस्थान
National Institute of Open Schooling

पूर्वतः राष्ट्रीय मुक्त विद्यालय (रा.मु.वि.)

Formerly National Open School (NOS)

भारत सरकार • Govt. of India

नई दिल्ली • New Delhi

माइग्रेशन प्रमाण पत्र

MIGRATION CERTIFICATE

- CUM TRANSFER CERTIFICATE

Shri/Smt./Kumari

F NIZAMUDDIN

F SABERA

(Mother)

F ABDULLA

(Father)

Son/Daughter of

has passed the Senior Secondary School Examination of
National Institute of Open Schooling, in the year 2006 (OCTOBER)

with Roll No.

01010853077

This Institution has no objection to

his / her joining any recognised college / institution or taking
examination of any University or Board established by law.

New Delhi

Dated :

11/12/2006

Deputy Director (Evaluation)

क्रमांक ON 01732
S.No. 06



REG01/001600
OLD ROLL:

AI ND : 010108

राष्ट्रीय मुक्त विद्यालयी शिक्षा संस्थान
National Institute of Open Schooling

पूर्वतः राष्ट्रीय मुक्त विद्यालय (रा.मु.वि.)

Formerly National Open School (NOS)

भारत सरकार • Govt. of India नई दिल्ली • New Delhi

अंक विवरणिका / MARKS STATEMENT

OCT-2006

उच्चतर माध्यमिक विद्यालय परीक्षा

SENIOR SECONDARY SCHOOL EXAMINATION

नाम Name P. NIZAMUDDIN अनुक्रमांक 01010853077
माता का नाम Mother's Name P. SABERA Roll No.
पिता का नाम Father's Name P. ABDULLA

कोड CODE	विषय SUBJECT	प्राप्तांक MARKS OBTAINED				ग्रेड Grade
		सैद्धांतिक Theory	प्रायोगिक Practical	कुल योग Total	कुल योग शब्दों में Total in words	
302	ENGLISH	39	XX	39 P	THIRTY NINE	G
311	MATHEMATICS	62	XX	62 P	SIXTY TWO	D
317	POLITICAL SC.	42	XX	42 P	FORTY TWO	F
319	COMMERCE	39	XX	39 P	THIRTY NINE	G
320	ACCOUNTANCY	39	XX	39 P	THIRTY NINE	G
318	ECONOMICS	00	XX	00 SYC	ZERO	I
TOTAL = 221				TWO HUNDRED TWENTY ONE		

परिणाम Result **PASS**

नई दिल्ली
New Delhi

दिनांक:
Dated: 11/12/06

01010853077
P. NIZAMUDDIN
LAKSHMI BUILDERS
FLAT NO 304 OPP RAJ THEATRE
KURNOOL
ANDHRA PRADESH
Pin Code : 518002

Anil Kumar
निदेशक (मूल्यांकन)
Director (Evaluation)

BOARD OF SECONDARY EDUCATION ANDHRA PRADESH



SECONDARY SCHOOL CERTIFICATE

CC371662

PC/20/19069/247471/A

CERTIFIED THAT **NIZAMUDDIN P**
S/O P ABDULLA **Bearing Roll No 0467958**
 belongs to **MILTON GRAMMAR E M H S ADONI**

has appeared and **PASSED** at the **SSC EXAMINATION** held in **MARCH 2004** in **SECOND**

Division with **ENGLISH** as the medium of instruction.

DATE OF BIRTH OF THE CANDIDATE	DAY	MONTH	YEAR
17/08/1986	ONE SEVEN	AUGUST	ONE NINE EIGHT SIX

THE CANDIDATE SECURED THE FOLLOWING PERCENTAGE OF MARKS

SUBJECT	Marks Secured (in figures)	Marks Secured (in words)
FIRST LANGUAGE : (HINDI)	46	FOUR SIX
THIRD LANGUAGE : ENGLISH	48	FOUR EIGHT
MATHEMATICS :	59	FIVE NINE
GENERAL SCIENCE :	39	THREE NINE
SOCIAL STUDIES :	68	SIX EIGHT
TOTAL :	260	(TWO SIX ZERO)
SECOND LANGUAGE : (SPL ENGLISH)	46	FOUR SIX
GRAND TOTAL :	306	(THREE ZERO SIX)

Life Skills Education : **GRADE SECURED : B**

Marks of Identification : 1.

1. A brown mole back side of the right ear.
2. A brown mole on the left shoulder.

Head of Institution
with School Stamp

(Signature)
Head-Master & Correspondent

Date of issue : 30-04-2004

**MILTON GRAMMAR E.M
HIGH SCHOOL, ADONI**

(Signature)

**SECRETARY
BOARD OF SECONDARY EDUCATION
A P, HYDERABAD**

Serial Number:

119353

MARKSHEET

Jetking®
India's No.1
Computer Hardware & Networking Institute

Education Centre: Borivali, Mumbai

MARKSHEET FOR SEMESTER I

HELD IN Jul 2009

ROLL NO.	STUDENT'S NAME							SEAT NO.
BO063608	PHULARE NIZAMUDDIN							11
SUBJECT	Theory	Practical	Project	Journal and Viva	IV / Yoga	Mgmt.	Total	REMARKS
MAXIMUM MARKS	100	60	30	40	10	10	250	Pass
MINIMUM MARKS FOR PASSING	50	30	15	20	5	5	125	CLASS B
MARKS OBTAINED	50	35	18	20	10	5	138	PERCENTAGE 55

GRADE: DISTINCTION (90% AND ABOVE), HONOURS (80%-89%), A (65%-79%), B (50%-64%)

Topics:

- .Basic Electronics
- .MS Office Applications
- .Operating System Support Skills
- .PC Hardware Support Skills

Date of Issue: 13/08/09

Place of Issue: Mumbai (India)

Registered Office: 401, Bussa Udyog Bhavan, Near Sewri Bus Terminus, Mumbai - 400 015
www.jetkinginfotrain.com

Baner
Examining Authority



सा विद्या या विमुक्तये
GOOD EDUCATION THAT LIBERATES



Serial Number: 61581

C E R T I F I C A T E

This certificate is awarded to

Phulare Nizamuddin

in recognition of successful completion of

Diploma In Basic Electronics & Computer Hardware

At Borivali Centre, Mumbai

Conducted from **11/12/08 to 06/07/09**

His/Her performance was Grade **B**



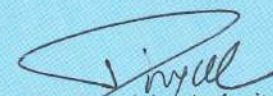
GRADE: DISTINCTION (90% AND ABOVE), HONOURS (80%-89%), A (65%-79%), B (50%-64%)

Course Duration : 300 Hours

Date of Issue: 13/08/09

Place of Issue: Mumbai (India)

Registered Office: 401, Bussa Udyog Bhavan, Near Sewri Bus Terminus, Mumbai - 400 015
www.jetkinginfotrain.com


Examining Authority

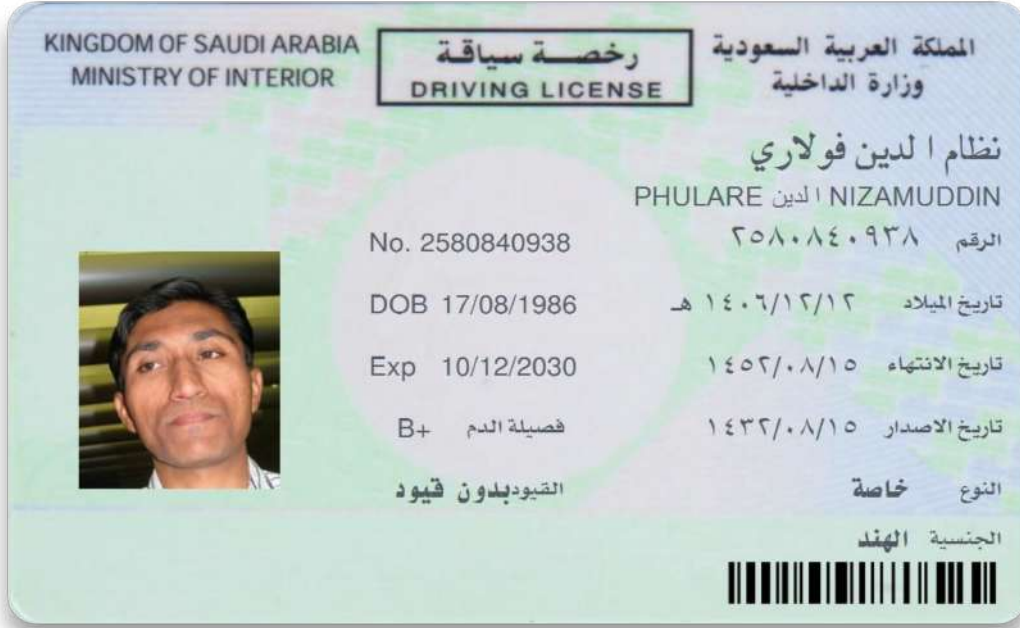

Chairman & Managing Director



Tawakkalna



رخصة قيادة
Driving License



Name in Arabic

نظام ا لدين فولاري

Number

2580840938

Date of Birth in Hijri

1406/12/12 هـ

Expire Date in Hijri

1452/08/15

Date of published in Hijri

1432/08/15

Name

NIZAMUDDIN ا لدين PHULARE

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This document is shared through Tawakkalna





Tawakkalna



رخصة قيادة
Driving License

ID Number

2580840938

Date of birth

17/08/1986

Expire Date

10/12/2030

Nationality

الهند

Blood Type

+B

Type

خاصة

Restrictions

بدون قيود

Date of published

16/07/2011

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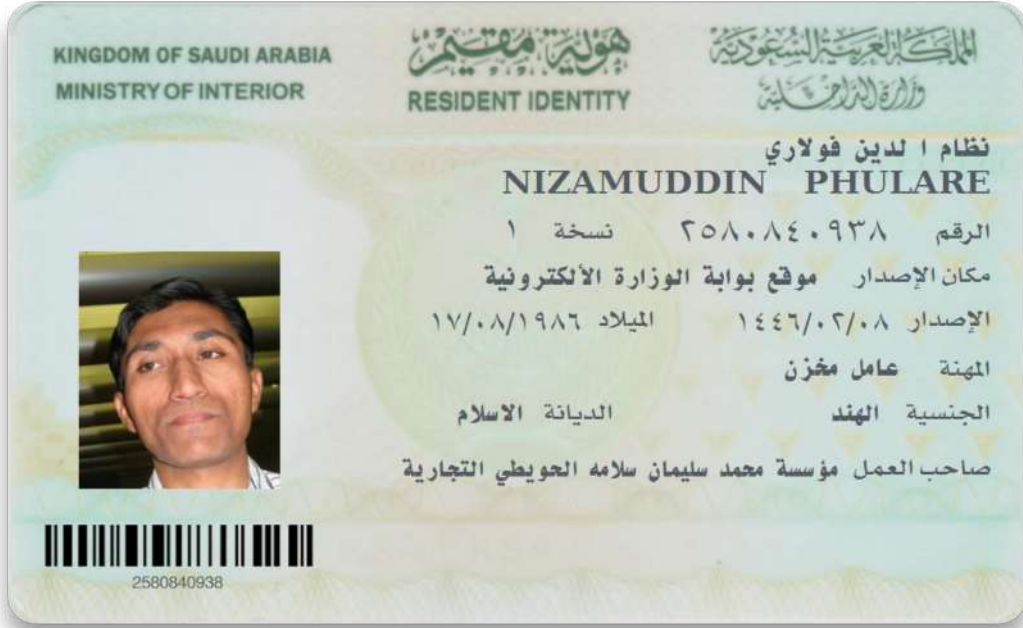




Tawakkalna



هوية مقيم
Resident ID



Profession

عامل مخزن

Nationality

الهند

Religion

الاسلام

Sponsor

مؤسسة محمد سليمان سلامه الحويطي
التجارية

Copy

1

Name

NIZAMUDDIN PHULARE

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يجب التحقق من الرمز السريع قبل اعتماد التعامل مع الهوية
You must ensure validating the OTP prior to considering the ID an official one



Tawakkalna



هوية مقيم
Resident ID

Name in Arabic

نظام ا لدين فولاري

ID Number

2580840938

Published Place

موقع بوابة الوزارة الألكترونية

Date Of Published

1446/02/08

Date of birth

17/08/1986

Expire Date in Gregorian

06/09/2025

Expire Date in Hijri

1447/03/14

تم مشاركة هذه الوثيقة من خلال توكلنا
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يجب التحقق من الرمز السريع قبل اعتماد التعامل مع الهوية
You must ensure validating the OTP prior to considering the ID an official one