

# CURRICULUM-VITAE

Mohammad Umar  
*Senior Procurement Officer*  
*Mobile :( +966)-570307865*

## WORK EXPERICENCE>18YEARS

**Objective:** this position is responsible for the co-ordination and management of all purchasing activities across the council. The main objective of the position is to ensure effective purchasing and delivery of goods and services. This will be done through the establishment and rationalization of key supplier agreements, identification of new opportunities, and activity seeking and applying ways to improve efficiencies whilst ensuring legislative compliance.

19<sup>th</sup> August 2023 to Till Now

**Senior Procurement Officer - AMIRAL Temporary Construction Facilities, PKG-8**

**Mubarak M. Al Salomi Company, K.S.A**

Duties and Responsibilities:

**Employment History:**

- Develop and implement purchasing strategies that align with company goals.
- Conduct market research to identify potential suppliers and assess their capabilities.
- Negotiate contracts and agreements with suppliers to secure the best prices and terms.
- Monitor inventory levels and forecast future supply needs to prevent shortages.
- Ensure compliance with company policies and procedures in all purchasing activities.
- Prepare and maintain accurate records of purchases, pricing, and other relevant data.
- Collaborate with project managers to understand material requirements and timelines.
- Evaluate supplier performance and conduct regular reviews to ensure quality standards.
- Resolve any issues related to deliveries, quality, or pricing with suppliers.
- Stay updated on industry trends and market conditions that may affect procurement.
- Raise the Purchase order in the ERP

11<sup>th</sup> Jan 2018 to 10<sup>th</sup> September 2021

**Procurement Officer**

**Al Zamil Metal Works Factory, Jeddah, K.S.A**

Duties and Responsibilities:

**Employment History:**

- Research potential vendors
- Compare and evaluate offers from suppliers
- Negotiation the price from vendor.
- Track orders and ensure timely delivery
- Review quality of purchased products
- Enter order details (e.g., vendors, quantities, prices) into internal databases
- Maintain updated records of purchased products, delivery information and invoices
- Prepare reports on purchases, including cost analyses.
- Raise the purchase order in the ERP

03<sup>rd</sup> March 2013 to 20<sup>th</sup> Nov 2017

**Procurement Officer**

**Gulf Contracting Company, Doha, Qatar**

Duties and Responsibilities:

**Employment History:**

- Confers with and assists officials of all departments to determine purchasing needs and specifications.
- Compare costs and evaluate the quality and suitability of supplies, materials, and equipment.
- Informs agency personnel of purchasing procedures and regulations maintain purchasing records.
- Contacts vendors or agency representatives to obtain availability and product information or to solicit bids.
- Develops requests for quotations; and confers with vendors concerning new products, damaged goods, delayed payments or related information.
- Conducts research concerning new products and general commodity requirements.
- May supervise the work of support staff processing requisitions.
- Develop close working relationships with all project participants and stakeholders.

11<sup>th</sup> July 2010 to 15<sup>th</sup> July 2012

**Purchase Officer**

**A. Al –Bader Company, Dammam (K.S.A)**

Duties and Responsibilities:

**Employment History:**

- Reviewed and approved purchase orders before ordering goods.
- Processed purchasing requests and maintained purchasing logs.
- Contacted vendors to obtain price quotes and performed negotiations.
- Ensured that all purchase operations were performed in accordance with company policies and procedures.
- Followed-up on delivery schedules, payment delays, and invoice queries.
- Managed deliver schedules and status of goods.

5<sup>th</sup> January 2005 to 10<sup>th</sup> July 2009

**Purchase Officer**

**Saeed Raddad Al-Zahrani Company, Dammam (K.S.A)**

Duties and Responsibilities:

**Employment History**

- Maintained records of purchases and sales.
- Coordinated with suppliers to ensure that goods are delivered on-time.
- Negotiated price and terms with suppliers.
- Inspected goods for any defects and missing parts.
- Recommended improvements to purchasing procedures for operational efficiency.
- Performed purchase operations within the assigned budget

20<sup>th</sup> August 2001 to 25<sup>th</sup> December 2004

*Asst.Purchase Officer*

**ABC Construction Company PVT Ltd.**

Duties and Responsibilities:

- Attending meetings with vendors and taking minutes.
- Placing and tracking orders.
- Assisting with analyses and reports.
- Arranging meetings with stakeholders.
- Assisting with the inspection of goods.
- Assisting with negotiation strategies and making recommendations
- Coordinates with user departments and suppliers

July 2000 to June 2001

*Technical Assistance*

**VSNL, Mumbai India.**

Duties and Responsibilities:

- Solving customer's Internet connection & main problem.
- Solving account registration & renewal problem.
- Installing & configuring software's required for Internet.

Typing Skills:

English 45 W.P.M.

## **EDUCATIONAL BACKGROUND**

### **Professional Qualification:**

Completed Three- Years System Management Course from NIIT to GNIIT course from Mumbai-India

### **Academic Qualification:**

Graduation Bachelor of Science (B.Sc.) from Kanpur University- India.

### **Operating System:**

MS-DOS, Windows-10, UNIX, Window NT, Oracle

### **Application Packages:**

MS-Office (MS-Word, MS-Excel, MS-PowerPoint), MS-FrontPage, PageMaker, CorelDraw.

### **Databases:**

MS-Access, MS-SQL Server 7.0

### **Programming Languages**

C++, VC++, VJ++, VB6.0

**Passport Details:**

Passport No : B8758977 : Place of Issue : Riyadh, K.S.A  
Issue Date : 17.01.2024 : Expiry date : 16.01.2034

**Personal Data:**

Father's Name : Mr. Mohd Sami  
Date of Birth : 10.02.1976  
Nationality : Indian  
Sex : Male  
Marital Status : Married  
Mobile (Saudi) : (+966) 570307865  
Mobile (India) : (0091) 7565034497  
Language Known : English, Arabic, Hindi, Urdu  
E-mail : **umarkhan201444@gmail.com**

**Permanent Address**

Mohd Umar c/o Dr. Sarver Azam  
Indra Nagar, Behind Arif Hotel Near  
Kurla Garden, Kurla (West).  
Mumbai -400070  
India.

Please contact me on the following e-mail address:

[umarkhan201444@gmail.com](mailto:umarkhan201444@gmail.com)