



Thanveer Ahmed Hussain
Supervisor, Procurement & Sourcing
Makkah, Kingdom of Saudi Arabia

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CAREER OBJECTIVE:

To seek a rewarding and challenging career in an esteemed organization, where I can serve to the best of my ability to promote organizational growth and attain self-development.

EXPERIENCE:

Organization : **Al Ayuni Investment and Contracting Co, Saudi Arabia**

Designation : **Supervisor, Procurement & Sourcing**

Period : Oct-2024 – Present.

SWA-AL MOGHAMASS STRATEGIC TANKS (P2) PROJECT,
Makkah.

Designation : **Supervisor, Procurement & Sourcing**

Period : Dec-2023 – Oct 2024 - 11 months.

Abha Regional office – Southern Region.

Designation : **Specialist, Procurement & Sourcing**

Period : Feb-2020 – Dec-2023 – 3 yrs 11 months.

Abha Regional office – Southern Region.

Organization : **Hamza Al Kholi Trading Co, Saudi Arabia**

Designation : **Procurement Coordinator**

Period : Nov. 2015 to Dec. 2019 (4 Years & 2 Months)

Jeddah, Saudi Arabia.

Organization : **Saudi Building Technic Maintenance Co, Saudi Arabia**

Designation : **Procurement Coordinator**

Period : Mar. 2012 to Oct. 2015 (3 Years & 9 Months)
Riyadh, Saudi Arabia.

Organization : **T.Abdul Wahid & Co, India**

Designation : **Purchasing Coordinator**

Period : Oct. 2009 to Feb. 2012 (2 Years 5 months)

EDUCATIONAL QUALIFICATION:

- Bachelor of Commerce (B.COM General)

TECHNICAL QUALIFICATION:

- Honors Diploma in Computer Application (HDCA)

COMPUTER PROFICIENCY:

- Tally erp9
- MS Office
- SAP – Mename & KAP+
- Microsoft Dynamics – ERP
- Oracle Fusion Procurement.

Responsibilities in Al Ayuni Investment and Contracting Co,

- Handling & knowledge of supply chain management
- Responsible for managing projects to improve procurement processes. Initiate contact with vendors to check on supply and items availability, invoices, purchase orders, and contracts.
- Interact with suppliers on a daily basis to resolve transactional issues and gather critical information invoices, tracking info, etc.
- Daily checking of purchase requisitions and specifications
- Sending RFQ to approved suppliers
- Negotiate price/credit terms with suppliers.

- Preparing comparison and placing purchase orders to selected suppliers
- Review catalogs, industry periodicals, directories, trade journals, and Internet sites, and consult with departments to locate necessary goods and services
- Maintaining of all aspects of spare parts and consumables inventories
- Prepare and maintain vendor database and bidder lists.
- Maintain physical and computerized files for the department with the ERP (Microsoft Dynamics) & Oracle Fusion Live.
- Determine if inventory quantities are sufficient for needs
- Following up with suppliers for delivery scheduled
- Check shipments when they arrive to ensure orders have been filled correctly
- Cost managing within the budget estimate for overall project with relevant approval Procedures.

Nature of job and responsibilities, Saudi Building Technic Maintenance Co, & Hamza Al-Kholi Trading Co., Saudi Arabia.

- ❖ End to end procurement activity for project in terms on procurement, planning, cost tracking and materials delivery in order to arrange for the joining procedure
- ❖ Daily checking of purchase requisitions and specifications
- ❖ Sending RFQ to approved suppliers
- ❖ Negotiating with suppliers on delivery time and payment terms
- ❖ Preparing comparison and placing purchase orders to selected suppliers
- ❖ Cost managing within the budget estimate for overall project with relevant approval procedures
- ❖ Planning and availability of materials when needed, plan a head of project timelines and on the storage place
- ❖ Following up with suppliers for delivery scheduled
- ❖ Coordinator between the procurement and finance department (Making RFP and following up the payments of supplier is done on time to avoid delay for future deliveries)
- ❖ Follow up of the announced exhibitions to meet the requirements of the required purchases and the work of agreements with high discounts
- ❖ Preparing assets inventory for all the items required by the project
- ❖ Knowledge in use of spreadsheets, database and word processing and selected job with specific software
- ❖ Maintaining of all aspects of spare parts and consumables inventories
- ❖ Ability to keep clear and accurate records and reports

- ❖ Ability to use computer and rapidly input data and retrieve records and information
- ❖ Ability to organize work load and to manage filing methods and management techniques
- ❖ Worked in SAGE ACCPAC (Data Entry) and Mename
- ❖ Having good communication skill.

Nature of job and responsibilities, T.Abdul Wahid & Co – Ambur. (India).

- ◆ Setting up the weekly, monthly, quarterly procurement plan
- ◆ Process purchase requisitions / orders within purchasing authority
- ◆ Successfully supported the production team with chemicals required on time without hiccups
- ◆ Expertise in handling multiple vendors for different chemical products and carrying out vendor assessments
- ◆ Prepare and maintain purchasing records, reports and price list
- ◆ Work with internal and external stakeholders to determine procurement needs, quality and delivery requirements
- ◆ Developing reports on procurement and usage of chemicals for top management
- ◆ Develop and maintain constructive and cooperative working relationships with colleagues and management
- ◆ Maintaining of chemical inventories in Visual Basic Software
- ◆ Preparing materials receipt report
- ◆ Follow up production reports of chemicals and leathers stock
- ◆ Preparing of costing reports for leather incurred by chemicals
- ◆ Preparing of stock statements

STRENGTHS:

- ❖ Ability to work well both independently and in team environment
- ❖ I can easily manage and adopt my new environment
- ❖ Capable working with effectively even without supervision
- ❖ Can perform responsibilities with minimal supervision and finish the task within the specific time
- ❖ Eager to learn and apply new ideas
- ❖ Responsible and reliable
- ❖ Hardworking, honest, sincere, committed and dedicated with a cheerful disposition.

PERSONAL PROFILE

Name : Thanveer Ahmed. H
Father's Name : Allauddin. H
Date of Birth : 07-10-1987
Gender : Male
Nationality : Indian
Religion : Islam
Marital status : Married
Languages known : English, Tamil, Urdu, Hindi & Arabic

DECLARATION:

I hereby declared that the particulars of information specified above are true and correct to best of my knowledge.

Yours truly,

THANVEER AHMED HUSSAIN.