

FAISAL MUHAMMAD KABIR

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Summary

Detail-oriented and results-driven Procurement Analyst with over 8 of experience in optimizing procurement processes and managing supplier relationships to achieve cost efficiencies and drive operational excellence. Proficient in data analysis and market research, with a proven track record of leveraging data-driven insights to inform strategic sourcing decisions and improve financial outcomes.

Professional Profile

I am an enthusiastic, self-motivated, and objective individual. A positive mind that is proactive in nature, good team spirit, and excellent interpersonal relations and organizational success are my watchwords.

Key Strengths

- Proficiency in analyzing large datasets to identify trends, cost-saving opportunities, and potential risks.
- Strong understanding of financial principles, including budgeting, forecasting, and cost control.
- Expertise in using procurement software and tools to streamline processes and improve efficiency.
- Ability to negotiate favorable terms with suppliers, ensuring the best deals for the organization.
- Skills in identifying and sourcing reliable suppliers, evaluating their performance, and establishing long-term relationships.
- Ability to assess and mitigate potential risks in the supply chain, such as supplier disruptions or price fluctuations.
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Objectives

To work with existing staff and facilities, contributing the best of my quota so as to improve organizational objectives and attain professional distinction and proficiency.

Experience



Procurement Analyst

2022-Aug-15 till Date

Al Bawani Construction Company

- Analyze spend data to identify cost-saving opportunities and areas for improvement.
- Develop and maintain key performance indicators (KPIs) to track procurement performance.
- Generate regular reports on procurement activities, savings, and supplier performance.
- Identify, evaluate, and select qualified suppliers based on factors such as cost, quality, and delivery performance.
- Build and maintain strong relationships with suppliers to ensure timely delivery and quality of goods and services.
- Monitor supplier performance and address any issues or concerns promptly.
- Negotiate favorable terms and conditions with suppliers, including pricing, delivery schedules, and payment terms.
- Identify opportunities to streamline procurement processes and reduce cycle times.
- Implement new procurement tools and technologies to improve efficiency and accuracy.
- Collaborate with cross-functional teams to optimize procurement operations.
- Assess and mitigate potential risks in the supply chain, such as supplier disruptions or price fluctuations.
- Develop contingency plans to address supply chain disruptions.

Faisal Muhammad Kabir

Executive Analyst

2021-May-18 To 2022-Jul-02

Ashi Wal Bushnaq (ABC)

Responsible for providing analytical support to senior executives and managers in various areas of business operations. Some of the Primary duties:

- Conducting research and data analysis to identify trends, patterns, insights, and opportunities for improvement.
- Preparing reports, presentations, dashboards, and other deliverables to communicate findings and recommendations to stakeholders.
- Collaborating with cross-functional teams and external partners to implement solutions and monitor progress.
- Developing and maintaining databases, models, tools, and systems to facilitate data collection, processing, and reporting.
- Providing administrative and logistical support to executive meetings, events, and projects.

Procurement Officer

2019-Feb-21 To 2021-Jan-26

Danish Refugee Council (DRC)

- Create and process purchase orders accurately and efficiently.
- Ensure timely delivery of goods and services by monitoring purchase orders and resolving any issues.
- Track and reconcile purchase orders to ensure accurate invoicing and payment.
- Monitor inventory levels and identify potential shortages or overstocking.
- Coordinate with the warehouse team to ensure accurate inventory records.
- Maintain accurate and up-to-date procurement records and documentation.
- Prepare reports on procurement activities, including spend analysis and supplier performance.
- Assist with other procurement-related tasks as required.

Human Resources (HR) Administrator

2018-Sep-17 to 2019 – Jan-05

Sky Max Integrated Networks






- Responsible for overseeing the human resources functions of the organization, including recruitment, compensation, benefits, performance management, overseas recruitment, training and development, employee relations, and compliance.
- As the Executive HR Administrator I also provide strategic guidance and support to senior management And the board of directors on human resources issues and initiatives. The Executive.

Technical Assistant Networking and Engineering (ITF) 2016-May-30 to 2017 – May-29

Yaysib Computer Institute

- Install and configure computer hardware, operating systems, and applications
- Monitor and maintain computer systems and networks
- Train staff or clients through a series of actions, to help set up systems or resolve issues
- Verify functionality of hardware and software components
- Troubleshoot system and network problems, diagnosing and solving hardware or software faults and replacing parts as required
- Provide support, including procedural documentation and relevant reports
- Follow diagrams and written instructions to repair a fault or set up a system
- Work continuously on a task until completion (or referral to third parties, if appropriate)
- Priorities in managing many open cases at a time
- Rapidly establish a good working relationship with customers and other professionals
- Test and evaluate new technology

Education

 University of Maiduguri Bachelor of Engineering - BE, Computer Engineering	2013-Jan-03 to 2018 – Jul-11
 CIPS Chartered Institute for procurement and supply Diploma. In Procurement and Supply (CIPS Level 4)	2022-Oct-25 to 2023-Dec-14
 Ramat Polytechnic Maiduguri National Diploma. In Computer Science	2014-Apr-19 to 2016-Aug-03
 Destiny Technologies Diploma in Data Processing	2014-Dec-15 to 2015-Jul-28
 Yaysib Computer Institute Maiduguri Diploma in Data Base Management Systems (Programming)	2017-Jan-03 to 2017-Apr-18
 Bashtech Institute of Information Technology Diploma in Computer Networking	2020-Nov-11 to 2019-Jan-18

Software Skills

- SapAriba • Dynamics AX • Dynamics 365 • Microsoft Excel • Power BI
- Tabula • VB Macros Coding • Power Point • Sap 4 hana • MS Access • Office Packages

Reference

Referees are available upon request.