



MOHAMMAD NAZISH HASSAN

Procurement and Logistics Dept.

PROFILE

Dedicated and detail-oriented Procurement, logistics, financial management, credit management, and administration professional with over (10 years) of experience in supporting executives and teams in fast-paced environments. Proven track record in office management, scheduling, and communication, combined with exceptional organizational skills. Proficient in relevant software tools and adept at streamlining processes to enhance productivity. Known for strong interpersonal skills and a commitment to delivering high-quality service. Seeking to leverage expertise in my work to contribute to the success of target given by company.

WORK EXPERIENCE

Al Muhaidib Building Technology (KSA)

Procurement & Logistic Section

March 2022 To Till date.

- Managing end-to-end procurement and contracting processes, such as vendor pre-qualification, tender planning and administration, bid evaluation, and negotiation, while conducting thorough market research to identify suppliers that meet the company's technical, financial and requirements.
- responsible for prepare, review, and process purchase orders in line with company policies, procedures, and procurement standards to ensure accuracy, compliance, and timely delivery.
- Manage and maintain effective relationships with suppliers throughout the contract implementation period.
- Analyzing market pricing trends and negotiate contracts with global and local freight partners to consistently obtain the best shipping rates and service levels.
- Regularly update management on delivery schedules, logistics status, and issues.
- Supervised and coached procurement staff while collaborating closely with internal departments, including operations, finance, and project teams, to ensure seamless procurement processes and alignment with organizational goals.
- Providing analytical support to develop and implement sourcing and category management strategies, ensuring alignment with corporate goals and objectives.
- Establishing quality standards for purchased items and ensuring all procurement activities adhere to internal policies, industry regulations, and legal requirements.

CONTACT

- ☎ +966550114188
- ☎ +966590264915
- ✉ nz.hasan53@gmail.com
- 📍 SAUDI ARABIA

EDUCATION

INTEGRAL UNIVERSITY

- Master of Business Administration

LUCKNOW UNIVERSITY

MUMTAZ PG COLLEGE

- Graduate Degrees

DARULL ULOOM USMAINA

- UPBME (The Uttar Pradesh Board of Madarsa Education)

SOFTWARE SKILLS

- SAP Ariba
- Orcal Opera Syetem
- Orcal POS System
- Sun System
- Jana Material Systems
- Microsoft Office (Excel, words outlook)C
- Chat GPT
- Google Sheet
- Open AI

LANGUAGES

- ENGLISH :Read, write ,speak
 - URDU:Read ,Write, Speak
 - ARABIC:Read Write Speak
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ABOUT MYSELF

- Religion: Islam
- Passport: T6772215
- Marital status: Married
- Date of Birth: 01-01-1989
- Iqama: Transferable
- Driving licience: KSA

Warwick Hotel Al Khobar (KSA)

Senior Procurement Officer

March 2018 To March 2022

- Developing and implementing procurement strategies to source reliable suppliers and materials cost-effectively.
- Leading negotiations on contract terms,pricing, and conditions with vendors, ensuring all agreements comply with legal and company .
- Overseeing the entire procurement cycle, from identifying needs to bid evaluation and purchase order execution.
- Building and maintaining strong, collaborative relationships with suppliers to ensure quality, timely delivery, and address any performance issues or disputes.
- Collaborating with finance teams to plan and control procurement budgets, monitoring expenses, and identifying opportunities for cost savings and process improvement.

Binarbaid Group- Alkhor Qatar

Procurement Executive

Dec 2016 to Jan 2018

- Developed and maintained strategic supplier relationships, contributing to increased revenue.
- Coordinated daily requirements with internal departments and external vendors to ensure smooth operations.
- Evaluated vendor quotations to ensure accuracy and compliance before issuing formal purchase orders.
- Planned and organized daily work schedules to engage with existing and potential sales outlets and key trade partners.
- Resolved complaints by investigating issues, developing solutions, preparing reports, and providing actionable recommendations to management.
- Reviewed and corrected error and exception documents, verifying received quantities against bills of lading, contracts, purchase requests, and shipping documents.
- Monitored supplier delivery schedules and promptly communicated any discrepancies to ensure timely fulfillment.

Shibh Al-Jazira Contracting Co. Saudi Arabia

Procurement Officer

March 2014 to June 2016

- Performing all procurement contracting activities prequalification, tender management, negotiation and preparation of contracts. Evaluating quotations completed by various vendors as a prerequisite to initiating a formal purchase order.
- supporting the purchasing function and other relevant departments and communicating any supply problems which may impact on business operations.
- Regular audits of logistics procedures to develop and maintain a high-level work efficiency.
- Performing in collaboration with Transportation manager to enhance load capacity and reduce damaged merchandise and loading errors.

KEY SKILLS

- Clear communication skills
- Patience
- Exceptional customer service
- Effective Listening
- Ability to work in a team
- Decision making
- Quality focus
- Ability to multitask
- Product Knowledge Teamwork
- Time Management Leadership
- Effective Communication
- Critical Thinking
- Software skills

RC Construction – India

Procurement and Logistics Coordinator

May 2010 to July 2011 & Feb 2013 to Jan 2014

- Identified high-potential suppliers and initiated strategic business partnerships to drive profitability."
- Prepared proforma invoices and contract documents for submission to the relevant Procurement Authority.
- Prepared and monitored timely procurement plans for the office and projects, ensuring effective implementation.
- Communicated and negotiated with external vendors to secure favorable terms and optimize costs.
- Managed day-to-day warehouse operations and administrative tasks to ensure smooth workflow.
- Designed and maintained procurement procedures and documentation, keeping them current and effective
- Managed supplier engagement during contract implementation,
- promoting collaboration and effective delivery

PERSONAL STRENGTH

- Public speaking.
- Positive attitude.
- Work ethic.
- Self-motivation.
- Honesty/integrity.
- Dedication/work ethic

HOBBIES

- Playing and watching cricket
- watching movies
- Reading Book
- Travelling New Places playing
- Football
- Swimming