

CURRICULUM VITAE

MOHAMMED ABDUL SABEEL

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PROFESSIONAL SUMMERY:

Skilled Procurement/Purchasing officer with more than fifteen (15) years of work experience at the management level and capable of significantly reducing cost and also improving a corporate purchasing program. Having a proven ability to ensure that company enjoys a competitive edge with the best quality, price and delivery terms from the suppliers.

EDUCATIONAL QUALIFICATION:

- **M.B.A.** “Master of Business Administration” in (Supply Chain Mgmt. + International Business) With Dual Specialization from Osmania University, Hyderabad, India with an aggregate of 65%. June 2000 – Aug 2002
- **B. Com.** “Bachelor of Commerce” in (Accounts & Computer Applications) from Kakatiya University, Warangal, India with an aggregate of 70%. July 1996 – Oct 1999
- **Post Graduate Diploma in Foreign Trade** from Indian Institute of Trade Management (IITM) Bangalore, India with an Aggregate of 74%. Aug 1999 – Oct 2000
- **Certified International Procurement Professional (CIPP)** from International Purchasing & Supply Chain Management Institute (IPSCMI), Delaware, U.S.A. June 2008
- **IELTS (International English Language Testing System)** from Cambridge Assessment of English appeared through British Council and has overall band score of 6.0 (CEFR LEVEL B2). Feb 2021.

CORE PROCUREMENT & PURCHASING SKILLS:

- 1). Supplier’s relationship management
- 2). Strong negotiation skills
- 3). Impeccable time-management
- 4). Cost & Inventory Management
- 5). Strategic thinking and problem-solving skills
- 6). Sourcing and procuring skills
- 7). Excellent communication skills.

WORK EXPERIENCE:

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|------------------------|---|--|---------------------------------|
| 1. Designation | : | Sr. Procurement Officer | July 2022 - Aug 2025 (3 Years). |
| Company Name | : | Saudi Archirodon Company Ltd, Jeddah, KSA. | |
| Company Profile | : | Engineering, Procurement & Construction (EPC). | |
| Projects worked | : | NEOM – OXAGON TERMINAL-2 (Saudi Arabia). | |

Duties & Responsibilities:

- Undertaking the Requisition and evaluating for proper suppliers and manufacturers.
- Issuing RFP (request for proposals) to find out the best product at the best price and all proposals received are reviewed carefully.
- Contacting suppliers for price quotes; prepares purchase orders and affixes authorized signature before sending. Reviewing technical specifications for raw material, components, equipment’s and spare parts.
- Purchasing goods and services within established limits provided by the company.

- Discussing any defective or otherwise unacceptable goods with suppliers and determining the cause of the problem, correcting it, and preventing it from not occurring again.
- Building and maintaining effective relationship with vendors, suppliers and customers. Establishing connections with key suppliers and obtaining the best deals and contracts with them.
- Ensuring the computer database is updated on a regular basis. All imperative information such as vendors contact information, pricing data and electronic copies of vendor service agreement is maintained properly. Staying in contact with company's accounts payable department for all invoices and ensures that the suppliers receive proper payment in a timely fashion.

2. Designation : Purchasing/Procurement Coordinator May 2018 - June 2022 (4+Years).
Company Name : Action International Services LLC, Dubai, UAE.
Company Profile : Dewatering, Oil & Gas Equipment's supplies.
Projects worked : Dubai Lagoon, Oman Oil Company & Oman Gas Company.

Duties & Responsibilities: (Same as mentioned above).

3. Designation : Sr. Purchasing/Procurement Officer. Nov 2013 - Dec 2017 (4 years).
Company Name : M/s. Al Muhaidib & Six Construct LLC, (JV) Jeddah, KSA
Company Profile : Commercial & Residential Bldgs, Sports & Leisure's, Infrastructure & Marine works.
Projects worked : King Abdullah Sports City & The Sail Tower, (Jeddah, Saudi Arabia).

Duties & Responsibilities:

- Procurement planning: Create and maintain schedules for purchasing equipment, materials, and services. Develop plans for purchasing and ensure that purchases are cost-efficient.
- Supplier management: Review and analyse suppliers and their products, prices, and delivery times. Maintain a list of suppliers and their qualifications. Create and maintain good relationships with suppliers. Negotiation: Negotiate the best prices and terms for supply contracts.
- Purchasing: Process purchase requisitions and orders. Ensure that purchases are processed based on the approved approval matrix.
- Delivery: Coordinate the transportation of materials to project sites. Ensure that purchased items are delivered on time.
- Record keeping: Maintain accurate records of purchases, pricing, and other important data.
- Project administration: Perform general project administration, including maintaining complete and accurate records. Teamwork: Work with team members and managers to fulfil job duties.

4. Designation : Purchaser / Buyer Sept 2011 - Oct 2013 (2 years).
Company Name : M/s. BESIX Construct LLC, Dubai, UAE.
Company Profile : Engineering, Procurement & Construction (EPC).
Projects worked : ADNOC Tower & YAS Mall, (Abu Dhabi, UAE).

Duties & Responsibilities: (Same as mentioned above).

5. Designation : Sr. Purchasing/Procurement Executive June 2005 - Aug 2011 (6 years).
Company Name : M/s. Global Trust Enterprises FZCo, Dubai, UAE
Company Profile : General Trading Co. (Oil & Gas, Petrochemicals).
Projects worked : NIOC, NIGC, NPC & NIORDC (IRAN).

Duties & Responsibilities:

- Identifying the material needs of the organization and receiving the purchase requisition.
- Sourcing, selecting and negotiating for the best purchase package in terms of price, quality, delivery terms and services with suppliers. Inviting quotations from different vendors and awarding the business to one of several competing suppliers after considering the factors of price, quality and delivery performance.
- Placing the purchase order with the selected supplier, progresses orders to ensure that the delivery dates are kept, and keeps all records of purchase orders and transactions for future references.
- Receiving goods inwards sheets from the department to which supplies are made and keeps complete records of goods received against each order. Processing supplier's invoices, checks the price, quantity, quality and description of the items charged and if found correct, authorizes payment. Returns goods which do not conform to specifications and asks for credit note or replace them accordingly.
- Handling and monitoring of claims to factories and vendors for defectives and missing items.
- Liaising with other departments and maintaining a co-operative relationship with them in order to facilitate correct specifications of materials required.

TECHNICAL QUALIFICATION:

- Post Graduate Diploma in Computer Applications (**PGDCA**).
- Accounting Packages: Tally ERP 9, Intuit Quick books, & Zoho Books
- Typewriting higher grade (60 w.p.m).

PROJECT WORK IN MBA:

Project report on “**Role of Sales promotion in selling of FMCG goods**”, Especially in Automobiles, Soft drinks, Consumer Electronics & Durables, Home Appliances, Fashion, Fabric's & Footwear's.

COMPUTER SKILLS:

SAP : SD (Sales & Distribution).
 Operating System : Windows 10 & 11.
 Applications : Ms-Office 2016 (Word, Excel, PowerPoint & Outlook).

STRENGTHS:

Time Management, enthusiastic & positive attitude.
 Self – Confident, Patience and Optimistic.
 Ever ready to assume responsibilities.
 Flexible to work in any kind of Environment.

PERSONAL PROFILE:

Date of Birth : 20th May 1978.
 Nationality : Indian.
 Religion : Islam.
 Marital Status : Married.
 Languages known : English, Hindi & Urdu.
 Passport Number : T0676007.
 Passport Expiry : 16.12.2028.

SCHOLASTIC ACHIEVEMENTS:

1. Received employee of the year award in **Global Trust Enterprises FZCo** and was promoted as Procurement Officer.
2. Winner of the Osmania University talent search scholarship award.
3. Received the best player of the tournament award in football at the all universities meet soccer cup.

VISA STATUS : Employment Visa with Transferable Iqama
Date of Expiry : Jan - 2027
REFERENCES : Available upon request.