

# Mr. Muzafar Ahmad Rather

Procurement Supervisor

## Career Objective

An energetic, Self-Motivated, and ambitious Procurement Supervisor with +13 Years of Experience Including 11 Years of KSA Experience in Major Construction Companies, responsible for managing the procurement, overseeing the supply chain processes and the process including planning and performance management activities to ensure proper material availability and to guide department team towards achieving the targeted KPIs. You will be expected to ensure the timely and cost-effective all Procurement process, I am looking to Secure a Challenging Position in a dynamic and growing organization that Offers professional growth While utilizing my Knowledge, Experience, and mental potential to the best extent for the benefit of the Company.

## CONTACT DETAILS

Mobile: +966598425279

Email:

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

Current Location: [Madinah, KSA](#)

## PERSONAL INFORMATION

- NATIONALITY: [Indian](#)
- RELIGION: [Muslim](#)
- GENDER: [Male](#)
- MARITAL STATUS: [Married](#)
- IQAMA: [Transferable](#)
- IQAMA STATUS: [Valid](#)

## IT SKILL

- ERP - Excellent
- Oracle - Good
- MS OFFICE - Excellent
- ACONEX - Medium
- EDMS- Good

## LANGUAGE SKILLS

- English: Read/Write/Speak (Excellent)
- Arabic: Read/Write/Speak (Good)
  - Urdu: (Excellent)
- Kashmiri: Mother Language (Excellent)

## PERSONAL QUALIFICATION

- Master of Business Administration - MBA (2009)
- Bachelor of science -BSc (2007)
- Higher Secondary School (2003)

## PROFESSIONAL HISTORY

Position	Employer's	Period	
		From	To
Procurement Supervisor	Abdulali Alajmi Co-KSA	March-2017	Present
Supervisor Procurement supply chain Managment	Al-Ayuni Investment and Contracting Co.KSA	Apr-2012	Dec-2016
Procurement Specialist	Jaguar overseas limited J and K (INDIA)	May-2009	Nov-2012

## TECHNICAL SKILLS

- Budget Management
- Order Management.
- Inventory Tracking.
- Supplier Management.
- Industry knowledge and understanding.
- Team Worker with good interpersonal skills.
- Excellent verbal and written Communication Skills.
- Relations Management.
- Supply chain Management.
- Time Management.

## EMPLOYMENT RECORD

**Employer** : Abdulali Alajmi Company - KSA  
**Position Held** : Procurement Supervisor.  
**Period Duration** : March-2017 To Present

Abdali Al-Ajmi has specialized in the construction and maintenance of roads and bridges, infrastructure, site preparation works, real estate development and road transport services, the company has successfully implemented it's all projects in accordance with the standards of Saudi Aramco, Ministry of Transport, Border Guard, Ministry of Municipal, Rural Affairs, Private Real Estate Sector and etc., AbdulAli Al-Ajmi has been recognized as a major road construction company throughout the Kingdom of Saudi Arabia.

### Role and Responsibilities:

- Follows the day-to-day operations and materials demand related to own jobs in the
- Supply Chain and procurement to ensure continuity of work.
- Acts as source of general procurement management to teams in order to complete operational and planning tasks.
- Evaluate all quotes and coordinate with vendors, suppliers to provide required component bids and analyze all vendor performance to improve all purchasing process.
- Develop and maintain professional relationships with all suppliers and prepare reports for all purchasing departments and provide support to all managers to plan and execute all purchasing processes and provide an effective interface with all departments.
- Administer everyday activities of all purchasing staff and provide training to staff to ensure compliance and monitor all purchasing activities and design various cost-effective methods according to demands.
- Evaluate suppliers based on price, quality, and delivery speed.
- Evaluate and maintain all reports for inventory re order and coordinate with internal departments for same and maintain an efficient purchase order system and manager all communication with internal customers and recommend improvements to all service levels and ensure accuracy.
- Design and implement various purchasing strategies and procurement policies and participate in all supplier reduction programs in coordination with global supply chain team and determine appropriate programs for all purchase requirements and assist to reduce supply chain cost.
- Manage all supplier contracts and assist to administer best pricing strategies for all purchase materials and suppliers.
- Manage and coordinate the procurement process, including ordering, receiving, and invoicing.
- Oversee all programs and assist to purchase all materials and non-capital equipment's and participate in various purchasing processes and prepare appropriate budget and implement all optimal contract negotiation.
- Forecasting and planning programs for the best required Stock.

- Analyze all existing procedures for purchasing agents and approve all non-capital requisitions and evaluate all competitive bids and requests for proposals and prepare all competitive agreements and design a system and procedures to minimize cost for all customers.
- Supervise all audit activities and evaluate all purchase orders and payment performance and assist to eliminate any discrepancy in same and prepare all contract terms and conditions.
- Receiving and distributing incoming and outgoing documents and mails.
- Incoming and outgoing Document maintaining for appropriate records and registers for follow-up and control.

**Employer** : **Al Ayuni Investment and Contracting Co - KSA**  
**Position Held** : **Procurement Supervisor-supply chain Management**  
**Period Duration** : **October-2012 To December-2016**

Al- Ayuni Group has become well-known in Kingdom of Saudi Arabia since 1960 and graded as “First Class” contractor in Saudi Arabia. Al-Ayuni operates in eleven business sectors: Highway, Railway and Building Constructions, Equipment Services, Children’s Education, Information Technology, Marble and Mining, Pre-Cast Concreting, Water works, Gas and Energy services, Real Estate Development, Vehicles services and Manpower services.

#### Role and Responsibilities:

- Prepare and update reports, records and pricing lists.
- Oversee inventory and supply chain management according to company guidelines.
- Perform critical inventory tasks to ensure the correct number of items are in stock.
- Maintain updated and accurate records of inventory, including transfers and cycle counts.
- Evaluate received quotations based on price, adherence to specifications.
- Develop and implement improvements to existing operational procedures in order to maximize efficiency and cut operations costs.
- Respond to sales inquiries and purchase orders; collect and analyze data to determine appropriate order quantities; process orders for shipment.
- Prepare and review purchase orders, ensuring accuracy and completeness.
- Review operations schedules and production requirements to ensure timely order fulfillment.
- Evaluating performance of suppliers and providing feedback.
- Track rates of accuracy, purchase and return as well as defective items to inform quality control decisions.
- Nurture positive relationships with suppliers and provide customer service as needed.
- Negotiating contracts and acquiring the most cost-efficient deals without compromising on quality.
- Prepare, generate, and file financial inventory reports; review reports monthly with management.

**Employer** : **Jaguar Overseas Limited - India**  
**Position Held** : **Procurement Specialist**  
**Period Duration** : **December-2009 To August-2012**

Jaguar Overseas Limited executes Transmission Lines, Substations, and Low & Medium voltage Distribution Systems. Our scope of work extends from Designing, Engineering and Construction, Erection and Commissioning. Our services also include supply of items such as substation equipment, designed-tested-fabricated galvanized towers, conductors, insulators and hardware accessories.

Role and Responsibilities:

- Creation of purchase orders.
- Analyze price proposals, financial reports, and other information to determine reasonable prices.
- Attend meetings, trade shows, and conferences to learn about new industry trends and make contacts with suppliers.
- Meet with staff and vendors to discuss defective or unacceptable goods or services and determine corrective action.
- Evaluate and monitor contracts to be sure that vendors and supplies comply with the terms and conditions of the contract and to determine the need for changes.
- Maintain and review records of items bought, costs, deliveries, product performance, and inventories.
- Interview vendors and visit suppliers' plants and distribution centers to examine and learn about products, services, and prices.
- Preparing reports to highlight issues and problems and distributing the reports to the relevant people.

DECLARATION

I hereby declare that the above information is correct to the best of my knowledge and belief.

MUZAFAR AHMAD RATHER