

GHULAM NABI

Sr. Procurement Officer

Looking forward to work in an Excellent oriented company with increasingly responsible position with opportunity for professional challenge and growth. Purchasing and managing inventories, negotiating contracts, keeping track of all aspects like purchase orders and inventory counts; maintaining positive relationship with vendors,

Work History

2017 - Current

Procurement Officer

Shams Al Zahra Trading Est.

- Conducting purchases based on PR for Non-Inventory and Inventory Items
- In this regard, to coordinate with the in charge of the Warehouse & End User, as well as having close contact with the end-user to observe the smooth operation and end-user satisfaction
- Communicating with the Vendors/Companies to obtain products (if necessary)
- Arranging Price Comparison, Quality Approval, and Delivery quotations and samples of Span
- Endorse Billing Documents to Finance Department for Payment Schedule
- Preparing and consultation for the preparation of 'Letters of Credit' to the Department Head
- Obtains quotations from suppliers, reviews, and analyzes
- Prepare, maintain, and update various records including outstanding purchase orders
- Responsible for the timely placement of purchase orders and delivery of materials to meet customer order requirements.

2015-17

SECRETARY (Purchasing Department)

Al Barakati Est.

- Performs routine secretarial functions like receiving and sending e-mails; Provides complete correspondence service and take



Contact

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Skills

Customer Service



Sales Support



Office Administration



Supply Chain Management



Procurement expertise



Price Negotiation



Data Collection



Training and coaching



initiative in drafting and finalizing replies to ensure that all matters are dealt efficiently and approximately

- In charge of completing Bank application such as Money Transfer and L/C (Letter Credit) and finalize it using the electric typewriter
- Study the price Quotations from the Companies to be able to compete with the Market
- Prepare and finalize order from shorthand and handwritten copy using computers
- Check the Proforma Invoices if the prices are the same with the last order
- Updating and management of office filing system
- Observe confidentiality procedures and track documents to ensure appropriate level of security and control
- Keeps reference files and policy manual up to date by adding and deleting obsolete information
- Arrange meeting schedules for all the major companies attending Food Exhibitions
- Arrange flight reservation and ensure to settle it on time
- Update annual report for each major company supplier to ensure the good business relationship with them
- Photocopies all letters, memos, and any kind of paper before sending out or handed to the appropriate person
- Maintain office supplies
- Request for the monthly supplies of the department from the store stockholder
- Handling of incoming and outgoing fax.

Reporting knowledge



Supplier Relations



Document Preparation



Application installations



Cost Reduction



Technical Documentation



Strategic Planning



Self Motivation



Languages

Urdu



English



Arabic



Punjabi



Persian



2011-15

Material Coordinator

CHINA COMMUNICATIONS CONSTRUCTION COMPANY LTD.

- Responsible for facilitating and expediting the flow of goods and services to ACP project and other departments
- Dealt directly with suppliers and sub-contractors to ensure prompt and accurate delivery of materials and resolving any supply issues with suppliers and subcontractors
- Ensuring that goods were delivered in the right place at the right time using good negotiation skills to achieve improved delivery dates
- Liaised closely with commercial personnel, warehouses, project team, manufacturers, suppliers and other departments within organization
- Prepared and provided reports and feedback to Procurement Manager, Project

Manager, and Client's Project Management Team

- Identification and advising potential risk of POs delay to Procurement Manager and Team
- Identification and advising Method of Transport of materials/equipment's to improve the delivery dates based upon the site requirement
- Supervising warehouse personnel and equipment's Controlling inventory and forecasting the inventory needs
Documentation and Data Control for the inventory and warehousing

2007-2011

Salesperson (Sales Department)

A. A. Najjar Trading & Contracting

- Give tough time to competitors by giving competitive price and continuously follow up with the client till the quotation is not converted to purchase order
- Finding the flaws, if any inquiry is not converted to purchase order
- Later raise these points to the higher management which in turn improve the services to our client and generate business volumes
- Search the required items of the client in global market, if not available the stock nor in the local market
- Collection of delivery order/s and follow up with the clearing agents for on time deliveries to the client
- Invoice preparation and submission of it along with the delivery order for on time payment
- Designing training methods, tools and materials
- Looking after the office administration and strictly follow the company codes
- On scheduled basis visiting different cities to introduce the firm to generate new clients
- Generating the potential references to increase the business volume
- Daily Prospecting to identify and qualify new potential customers or projects and the people or organizations who influence those customers, including cold calling and development of leads through referral channels, to generate appointments and establish relationships with engineers, consultants, and other influencers for the development of business
- Manage the sales prospect pipeline of sales opportunities from new perspective customers to ensure sales goal are met
- Activities include timely and effective qualification of sales leads, proper prioritization of work activities, and

management of time and commitments to ensure priority sales opportunities move through the sales cycle in an expeditious manner

- Generate all kind of reports and query as and when required by management
- Conducting the seminars to interact with the prospective people.

Education

2003 **Bahauddin Zakariya University – BZU**
Multan – Pakistan
Master's in arts

2000 **Bahauddin Zakariya University – BZU**
Multan – Pakistan
Bachelor's in arts

References

Further documentation and references are available upon request.