

Mohammed Mahfooz Siddiqui

CIPP & IACCM- Certified with more than ten years of experience in Procurement and Contract Management.

Visa Status: Transferrable Iqama.

Address: Riyadh, Saudi Arabia.

Mobile: 966 539734404

Email: mohammedsiddiqui131@gmail.com

CAREER OBJECTIVE:

To build a long-term career in Procurement Expediting, Supply Chain Management, Material Expediting and Management with opportunities for career growth & to use my skills in the best possible ways for achieving the company's goals.

SKILLS:

- Certified Procurement Professional (CIPP & IACCM) with Good knowledge of Procurement procedure.
- Oracle Fusion Cloud & EBS (R12)
- Excellent working knowledge of MS Excel (A strong tool to maintain Material info.)
- Very Energetic, Organized and have well public relationship knowledge.
- Ability to build & maintain good relation with the suppliers.
- Good experience in Vendor Management.
- Strong resolving power with leadership and team player qualities.
- Good knowledge of computer applications.

WORK EXPERIENCE:

CARRIER TRANSICOLD:

| JAN 2020 – Present.

Designation: Procurement Specialist

JOB OBJECTIVES:

Responsible for driving the operational activities and order management process for the purchase of direct and indirect goods and services. Oversee the entire contracts lifecycle from conception to execution and renewal of existing contracts.

RESPONSIBILITIES & DUTIES:

- Drafting & Reviewing Contracts (Contract Management).
- Collaborate with internal stakeholders to understand their procurement requirements and provide guidance on procurement processes.
- Oversee the end-to-end procurement process, including requisition review, supplier selection, purchase order issuance, and contract management.
- Compliance and Risk Management:
- Ensure compliance with relevant laws, regulations, and organizational policies in all procurement activities.
- Identify and mitigate procurement-related risks, implementing strategies to minimize potential disruptions.
- Negotiating contract terms and condition
- Agreeing budgets & time scale with vendors.
- Liaising with technical, financial staff, legal staff & vendor representative.
- RFX evaluation review and final confirmation on the received quotation.
- Assisting team to issue purchase order.
- Leading team to obtain quotations from relevant vendors.
- Negotiating payment terms & delivery terms case by case basis for one-time purchases.

ETIHAD ETISALAT COMPANY (MOBILY):**| APR 2015 – OCT 2019**

Designation: Senior Professional - Procurement

JOB OBJECTIVES:

Responsible for driving the operational activities and order management process for the purchase of direct and indirect goods and services. Develops system and procedure for selecting and monitoring critical suppliers to ensure the ability to meet quality, availability and cost expectations. Selects, develops and evaluates personnel to ensure the efficient operation of supply chain management.

RESPONSIBILITIES & DUTIES:

- Purchase goods and services that meet the quality expectations of the organization.
- Promoting cost reduction through negotiations, localizations, raw material optimization, and second source development.
- Representing procurement team in meetings with project engineers and suppliers to finalize the technical and commercial aspects of the order.
- Following ups for quotations and make comparative highlighting related to commercial/technical aspects.
- Negotiations with vendor for the best commercial and delivery terms.
- Interacting with both local and international suppliers.
- Prepare & process PO & Po follow-ups, prepare & maintain purchase records, reports and price/vendor lists.
- Prepare weekly report for pending requisitions and POs delivery status.
- Coordinate with warehouse staff to ensure proper storage.
- Establish and negotiate contract terms and conditions, and maintain supplier relationships.

BIN HAFEEZ CONSTRUCTION L.L.C:**| NOV 2014 – FEB 2015**

Abu Dhabi - Purchasing Officer.

JOB OBJECTIVES:

Under minimal supervision, performs all duties related to RFQ, purchase order and post order tracking. Interacts with suppliers both foreign and domestic to maintain pricing and delivery scheduling. Interacts with internal personnel as a liaison between supply orders and demand orders.

RESPONSIBILITIES & DUTIES:

- Receiving RFQ/RFP from end-user and floating inquiries as per specification.
- Research & identify potential vendors.
- Follow-ups for quotations and make comparative highlighting related to commercial/technical aspects.
- Negotiations with vendor with the help of senior staff for best commercial and delivery terms.
- Prepare & process Purchase Orders & Post PO follow-ups.
- Prepare & Maintain Purchasing records, Reports and Price/vendor Lists.
- Prepare weekly report for pending requisitions and POs delivery status.
- Coordinate with warehouse staff to ensure proper storage.
- Establish and negotiate contract terms and conditions, and maintain supplier relationships.

EDUCATION:

| Course | Educational Institute | Graduate Year |
|----------------------|-----------------------|---------------|
| MBA in Finance | Kakatiya University | 2011 |
| Bachelor of Commerce | Kakatiya University | 2009 |

TRAINING & COURSES:

| Training Name | Training Provider | Duration |
|----------------------------------|--------------------|----------|
| Purchasing Best Practice | LEORON Institute | 5 days |
| Managing Your Supply Chain | AIMS International | 3 days |
| Negotiating Contract Effectively | CariZMA FZ LLC | 3 days |

PERSONAL INFORMATION:

Marital Status : Married
Passport No : B7771072
Languages Known : English, Urdu & Arabic (Basic)
Date of Birth : 05-MAR-1989

REFERENCE: Available on request

(MOHAMMED MAHFOOZ SIDDIQUI)