

Abdul Rahman Mohammed

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Procurement Officer

Proactive and innovative in defining scope, setting timelines, analyzing requirements, prioritizing tasks, and evaluating risks & issues as per budgets.

CAREER OBJECTIVE

- Hardworking, highly motivated professional eager to lend combined knowledge and skills to enhance business performance.
- Operates well in both individual and team capacities, leverage seasoned work ethic to quickly adapt different processes and drive company objectives.
- Resourceful and result-driven with passion for growth and efficiency to meet company needs and increase service value.

KEY COMPETENCIES

ERP Systems
Technical Knowledge
Analytical Skills
Negotiating Skills
Communication Skills
Collaborative Skills
Attention to Detail
Cost Management
Regulatory Knowledge
Continuous Improvement
Feedback Integration

ORGANIZATIONAL EXPERIENCE

Advanced Piping Solutions Company for Industry Jan 2021 – Present Procurement Officer

- Identify, evaluate and select supplier's based on quality, cost, delivery and service.
- Negotiate contract terms and services with suppliers.
- Ensure the best value for the company while maintaining quality standards.
- Collaborate with engineering teams to understand technical specifications and requirements.
- Quotation comparison and approvals.
- Review quotations submitted by vendors against established criteria before awarding contracts and PO's.
- Prepare purchase orders.
- Procured resin and other raw materials from both local and international suppliers.
- Managed procurement maintenance equipment based on request, ensuring on-time delivery.
- Oversaw procurement for all utilities essential for organizational operations.
- Track and manage order fulfilment to ensure timely delivery.
- Perform cost analysis and develop strategies to reduce procurement costs.
- Monitor market trends and price fluctuations for material and services.
- Ensure compliance with company policies, industry standards and regulatory requirements.
- Maintain accurate records of procurement activities and documentation.
- Identify potential risks in the supply and develop mitigation strategies.
- Address and resolve any issue that arrive during procurement process.
- Handling Non-Conformity.
- Follow up for timely supplier payments from finance.

PAST EXPERIENCE

Golconda Corrosion Control Pvt Ltd

2019 – 2020

Quality Controller

- Conducted routine inspections and audits to evaluate compliance with established quality standards.
- Inspected finished products prior to shipment according to established guidelines.
- Compliance with standard.
- Verify that equipment is calibrated and operating correctly.
- Maintain detailed inspection logs and quality reports.

TRAINING & ACADEMICS

- Bachelor's Degree in Mechanical Engineering, Jawaharlal Nehru Technological University.
- Microsoft Excel 2016 (Level 1)
- Internal Quality, Environment and Safety Auditing (ISO 450001, 14001 & 9001), Jan 2024.

PERSONAL DETAILS

Date of Birth:	23 rd May 1994
Nationality:	Indian
Marital status:	Single
Languages know	English, Hindi, and Urdu
Iqama:	2514735972 (Transferable)