



## Mohammad Ahmad

✉ E-Mail: mohdahmad111@gmail.com

☎ Phone: 00923364409011

☎ Whatsapp: 00971508403126

*Result-driven professional with a verifiable track record, targeting assignments in*

**Purchase Operations | Procurement Operations | Contract Management**



### CORE COMPETENCIES:

#### *Purchase/Procurement Operations*

*Strategic Planning*

*Project Management*

*Supply Chain Management*

*Cost Control*

*Vendor Management*

*Export & Import Operations*

*Logistics/Warehouse Operations*

*Financial Analysis*

*Team Management*



### ACADEMIC DETAILS:

- **MBA (Mktg)** from N.C.B.A, Lahore in 1997
- **B.A.** from Punjab University, Lahore in 1991



### CERTIFICATIONS:

- CTLP (Certified Trade & Logistics Professional) from Dubai World, Dubai - UAE in 2012
- CPP training from Blue Ocean Academy, Dubai – UAE in 2012
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### IT SKILLS:

- Windows, MS-Office,
- SAP MM (ERP)
- Adobe Photoshop CS6



### PROFILE SUMMARY

- A goal-oriented professional with **over 17 years** of UAE experience
- Excels in **developing and implementing key strategies** for the purchase of materials from sources; achieving cost reduction in procurement and packaging
- Excellence in **receiving indent, floating inquiry, quotation, negotiation, taking approval and placing order**
- Steered efforts in **organizing, implementing purchasing and contract management instructions**, policies, and procedures; preparing reports of inward / outward logistics with a view to appraise top management
- Spearheaded **complete purchase cycle** at **Ruwais Adnoc Project** and expedite the materials & services from source to final delivery
- In-depth knowledge of **export control regulations and import procedures in Middle East**
- Resourceful in **finalizing the specifications of materials, establishing quality & quantity limits** for effective inventory control and reducing wastages
- Skilled in **planning and monitoring warehouse operations** of receipt, storage, return of unused stock, inventory control and monitoring inbound/outbound logistics
- Successfully **managed procure materials and services** of various projects **onshore & offshore in oil and gas sector**.



### ORGANIZATIONAL EXPERIENCE

**Aug'11 – Dec'19 with Gastech International FZCO, Dubai**  
*Procurement & Logistics Coordinator*

**Jan'09 – Aug'11 with Mushrif National Construction LLC, Abu Dhabi**  
*Procurement Specialist*

**Apr'07 – May'08 with Kentech International Limited, Abu Dhabi**  
*Purchase Supervisor*

**Apr'04 – Mar'07 with Awan Shipping Services, Dubai**  
*Admin cum Purchaser*

### Key Result Areas:

- Administering procurement of materials, equipment and services for the successful completion of all projects and also for the daily operation of the business
- Identifying & developing potential vendors / suppliers for achieving cost effectiveness; assessing performance of the vendors

- Adobe Premiere Pro
- Camtasia Studio 9



## PERSONAL DETAILS:

### Languages Known:

English, Urdu, Hindi & Punjabi

### Address:

Lahore-Pakistan

### Marital Status:

Married

### Nationality:

Pakistan

### Driving License:

Light Vehicle - UAE

based on their competitiveness, reaction capabilities

- Preparing request for price quote; reviewing procurement volumes by vendor & product class / type thereby identifying areas for rate / frame contracts and finalizing the same
- Arrange (TPI) inspections before dispatch the consignments and processing orders to ensure quick & correct logistics operations for timely completion of the delivery target
- Monitoring and tracking the flow of goods into the warehouse
- Forecasting required materials developing key procurement schedules for commodities as per all contractual needs
- Tracking the inventory & other critical items in store by conducting Vital-Essential-Desirable (VED) analysis (through identification & traceability of materials) and informing the same to senior management
- Assessing the performance of vendors on the basis of quality improvement percentage, payments, pending orders & credit; negotiating with them to procure essential materials at reasonable price & quality for business consolidation
- Receiving RFQ, analyzing offers technically, commercially and prepared the Bid Evaluation for Project Director & Managing Director Approval
- Arranging material submittals requisitions for QA/QC Department to submit MAR for taking materials approval with client
- Submitting PMR & PO material status report and Critical Payments Schedule to Project Manager, Project Director & Project Operations; approving PMR's punched in SAP MM (ERP) WBS element, activity wise
- Supervising logistic operations, Sea freights & inland transportation upto fabrication facility. Coordinating with Custom House Agents, C&F Agents and other external agencies for ensuring timely clearances and cost effective transport solutions. Negotiating with transporters, shippers, etc. to ensure seamless and cost-effective movement of consignment
- Taking materials from suppliers and arrange transportation to deliver the material along with GRN at ASAB site; preparing PO index reconciliation spread sheet & material status report, forward to Project Manager and Commercial Manager twice in a week
- Creating purchase order tracking report to check the status of any purchase order and complete control of all purchase orders.



## PREVIOUS EXPERIENCE

**Feb'98 - Aug'03 with Computerage Services & Technologies, Pakistan**

*Sr. Marketing Executive*

**Aug'93 - Dec'94 with Sager Electrical & Mechanical Co. Ltd., Saudi Arabia**

*Project Secretary*