

MOHAMMED HUSSAIN

Procurement Officer and Accounts Executive

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SUMMARY

I am a dynamic professional with a robust track record in procurement and financial management. My experience at Nexus Safety Solutions has honed my skills in supplier negotiation and purchasing processes. With proficiency in Microsoft Office and ERP tools, I excel at enhancing financial reporting and problem-solving. I am committed to optimizing purchasing strategies and delivering value in every project

EXPERIENCE

Procurement Officer

Nexus Safety Solutions Pvt Ltd

04/2024 - Present

A company specializing in safety solutions and procurement

- Researched potential new sources of supply that can offer better prices or services
- Negotiated and finalized purchase orders with suppliers to ensure timely delivery of goods
- Streamlined the ordering process by automating data entry tasks using ERP systems
- Coordinated with vendors to resolve discrepancies in invoices or payment issues
- Evaluated supplier proposals for quality, cost, delivery terms, lead times, and service levels
- Established communication channels between cross-functional teams to optimize purchasing processes
- Implemented strategies for vendor selection process based on price analysis techniques

Accounts Executive

Convenio Foods International Pvt Ltd

07/2022 - 02/2024

A food company engaged in manufacturing and selling food products

- Reconciled bank accounts, verified invoices, ledgers and other accounting documents to maintain accurate records
- Prepared and analyzed financial statements for management review, providing insights on trends and opportunities for improved performance
- Managed the company's payroll system and maintained employee records with utmost confidentiality
- Verification, solving of discrepancies in invoices and filing of GST returns
- MIS Reporting, Preparing Monthly, Quarterly and yearly financial reports, Comparative statements, ageing reports and more as per management's requirement
- Reviewed ageing reports on a regular basis to ensure timely collection of payments due from clients
- Managing petty cash expenses, tracking all the reimbursements, ensuring timely payments to the vendors

KEY ACHIEVEMENTS



Cost Reduction Success

Negotiated contracts achieving a 15% cost reduction.



Enhanced Vendor Relations

Increased vendor satisfaction by 25% through improved communication.



Process Optimization Achieved

Streamlined processes reducing order cycle time by 20%.



Accounting Accuracy Improvement

Reconciled monthly accounts reducing errors by 30%.

EDUCATION

B.S. in commerce

Sams College of Management and Studies

11/2022 - 11/2024

2nd year PU

HKBK Pre University College

10/2021 - 10/2022

STRENGTHS



Skills & Abilities

Attention to detail, teamwork, problem-solving skills, excellent communication

SKILLS

ERP GST Macros

Microsoft Excel Microsoft Word

Microsoft Power Point

MIS Reporting Python SAP Basis

Tally VBA Gmail