

# Mohammad Kaif

**Instant Procurement Service Pvt. Ltd. Intern | Exploring Innovations in Procurement and Supply Chain Management**

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I'm an intern at Instant Procurement Services, where I'm learning Business fundamentals development like supply chain and procurement with a specialization in Business Development. I'm a huge fan of business challenges and hands-on projects.

## Professional Experience

January 2024  
- Present

**ProcMart, Goa, India**  
**Instant Procurement Services**

- Assisted procurement team in sourcing suppliers, negotiating contracts, and managing vendor relationships.
- Analyzed pricing trends and market conditions to optimize procurement strategies.
- Participated in inventory management activities, ensuring adequate stock levels while minimizing excess inventory.
- Collaborated with cross-functional teams to streamline procurement processes and improve efficiency.ining hands-on experience in the industry.

## Education

August 2020 -  
August 2024

**Bachelor of Technology - BTech in Electrical, Electronic and CommunicationsEngineering Technology/Technician**

MIT Academy of Engineering, Alandi, Pune

## Key Skills

- Microsoft Office
- Vendor Management
- Strategic Sourcing
- Problem Solving
- Inventory Management