

# MOHAMMED MASHAD

## PROCUREMENT EXECUTIVE

Experienced and detail-focused Purchasing Specialist with over 12 years of success in procurement and supply chain management across the UAE's trading and construction materials sectors. Skilled in vendor negotiation, cost reduction strategies, inventory planning, and full-cycle purchasing operations. Adept at working across departments to streamline procurement processes, ensure timely delivery of materials, and maintain cost-effective inventory levels.



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📍 Abu Dhabi, UAE

🕒 Immediate

🚗 Valid LMV UAE

## WORK EXPERIENCE

### Pile Head General Trading

Abu Dhabi, UAE

Aug. 2024 - Present

#### Manager - Procurement

- Managed purchasing operations for various product lines across construction and trading sectors.
- Negotiated prices and delivery terms with both local and international suppliers to control costs.
- Issued purchase orders, coordinated delivery schedules, and ensured accurate stock availability.
- Researched new materials and vendors to improve supply chain efficiency and quality.
- Handled urgent procurement for high-priority projects, coordinating closely with site managers.
- Reviewed vendor performance and introduced alternatives to improve pricing and delivery timelines.

### Enter Global Building Materials LLC

Abu Dhabi, UAE

May 2012 - Aug. 2024

#### Senior Procurement Executive (Jan. 2020 - Aug. 2024)

- Managed purchasing operations for various product lines across construction and trading sectors.
- Led supplier evaluations and facilitated contract renewals based on performance metrics.
- Oversaw procurement planning for large-scale tenders and ensured timely availability of materials.
- Developed cost-saving strategies through bulk purchase planning and long-term agreements.

#### Procurement Officer (Dec. 2014 - Jan. 2020)

- Independently generated and processed LPOs, ensuring appropriate internal approvals.
- Managed vendor communications for quotes, negotiations, and timely deliveries.
- Collaborated with logistics to resolve delivery issues and avoid stockouts.
- Liaised between warehouse, sites, and accounts to align purchasing with material needs and project progress.

#### Admin Officer (May. 2012 - Dec. 2014)

- Assisted in preparing local purchase orders (LPOs) and ensured proper filing of supporting documents.
- Coordinated with accounts for basic invoice tracking and payment follow-ups.
- Supported warehouse with delivery documentation and GRNs.

### Al Muharaq Star Plastic Trading

Dubai, UAE

Jan. 2009 - May 2012

#### Sales Executive

- Built and maintained strong client relationships, supported pre-sales activities, and contributed to achieving quarterly sales targets through lead follow-up and customer engagement.
- Assisted senior sales staff in preparing proposals, presentations, and quotations, ensuring timely and accurate communication with clients to support deal closures.

## SKILLS

- Vendor Sourcing & Negotiation
- Procurement Process Optimization
- Inventory & Stock Level Management
- ERP Tools (SAP Ariba, Zoho, Tally)
- Import/Export Documentation
- Strategic Cost Saving Initiatives
- Analytical Thinking & Problem Solving
- Cross-functional Team Coordination
- Attention to Detail & Time Management

## EDUCATION

### Bachelor of Commerce

Jun. 2006 - Jun. 2009

## CERTIFICATIONS

### CIPM

Expected completion - Aug. 2025

### Certificate in Foreign Accounting

Aptech, India

## PERSONAL DETAILS

Availability: **Immediate**

Visa: **UAE Golden Visa**

D/L: **Valid UAE LMV**

## LANGUAGES

English  
Full Professional  
Proficiency

Hindi  
Native or Bilingual  
Proficiency

Arabic  
Limited Working  
Proficiency