

# JOHN MOHAMAD MIR

PROCUREMENT & SUPPLY CHAIN OFFICER



Doha Qatar



+974-30116710



mjaan07mir@gmail.com



<https://www.linkedin.com/in/mjaan07mir>

## EXPERTISE

- ❖ Supply & Capacity Planning
- ❖ Strategic Sourcing & Contract Management
- ❖ Inventory & Vendor Management
- ❖ Data Analysis & Reporting
- ❖ Supplier & Stakeholder Relations
- ❖ Cash Flow & Accounts Reconciliation
- ❖ Risk Management & Policy Development
- ❖ Team Leadership & Staff Development
- ❖ Operations & logistics Management
- ❖ Customer Service & Marketing

## EDUCATION

### MBA (MASTER'S DEGREE)

Punjab Technical University India  
2009 – 2011

### BACHELOR'S DEGREE

Kashmir University  
2006 – 2008

### CERTIFICATES

CPP/CSCMP/SCM/QMS/PGDFM  
2024-25

## Professional Profile

Seeking a responsible role in Supply Chain, Operations, Sales, or Procurement where I can apply my experience to support organizational growth and operational efficiency. I am dedicated, collaborative, and committed to delivering high-quality results while contributing to a positive and productive work environment.

## PROFESSIONAL EXPERIENCE

### PROCUREMENT & SUPPLY CHAIN OFFICER

Gulf laboratory & Radiology Doha, Qatar

July 2022 – Dec-2025

In my current role, I oversee the comprehensive procurement and supply chain operations for both medical and non-medical supplies, ensuring seamless service delivery across all departments. My key responsibilities include.

- Manage end-to-end procurement cycle: sourcing, vendor evaluation, negotiation, PO processing, and delivery follow-up.
- Oversee invoice verification, GRN matching, and coordinate timely supplier payments.
- Conduct consumption and stock utilization analysis to optimize inventory levels.
- Apply ABC–VED analysis, safety stock planning, and reorder level calculations.
- Prepare annual demand forecasts using trend analysis, multi-year averages, and historical data.
- Coordinate product evaluation, ensuring JCI compliance for medical supplies and equipment.
- Manage contracts for medical, non-medical, and facility services.
- Support process improvements and system implementations to enhance workflow efficiency.

#### Key Achievements:

- Optimized stock utilization and achieved significant cost savings by analyzing multi-year consumption trends (2021–2025), improving overall stock efficiency to 76.5% and reducing overstock/understock risks.
- Enhanced supplier performance through proactive follow-ups and timely delivery monitoring.
- Supported cost savings via spend analysis and procurement optimization.
- Improved inventory planning using ABC–VED classification, safety stock, and demand forecasting.
- Delivered analytical reports for better decision-making and operational planning.
- Reduced operational delays by resolving supply issues and enhancing branch coordination.

### SENIOR OPERATION SUPERVISOR

City Center Mall (Aamal QPSC) Doha, Qatar.

April 2019 – June 2022

As Senior Supervisor of Operations at one of Qatar's busiest commercial centers, I was responsible for ensuring smooth parking facility operations, financial accuracy, and contract management. My role required close collaboration with finance, operations, and client-facing

- Managed all aspects of parking contracts, including drafting, review, renewal, and compliance monitoring with vendors, mall management, and corporate clients.
- Supervised a team of 22 cashiers and 6 supervisors, ensuring high operational efficiency and service quality.
- Collaborated with finance to assess new agreements, monitor payments, and ensure timely renewals. Prepared daily and monthly financial and operational reports, including shift summaries, revenue analysis, and turnover data, using Oracle and reporting tools.
- Led resolution of access card and parking system issues, minimizing downtime and improving service quality.

## PERSONAL DETAILS

- Full Name: Mir John Mohammad
- Location: Doha, Qatar
- Nationality: Indian
- Gender: Male
- Civil Status: Married
- Religion: Islam
- Driving License: Qatar (LMV) valid until 2030, India valid until 2031

## PARTICIPATION & VOLUNTEERING

- Qatar Sustainability Week – 18 Dec 2021
- Amir Cup Qatar Volunteer – 2021
- National Service Scheme (NSS) Volunteer – 3 years

## LANGUAGES

- English: Fluent
- Urdu: Native
- Hindi: Native
- Arabic: Intermediate

## TECHNICAL SKILLS

- English Typing – 52 WPM
- Proficient in Windows, MS Office, Open Office
- Familiar with: ERP, Oracle, Orion, Fusion, Citrix Payroll, ERP Customized, ESK SCM
- Lookups & Pivot

- Created visual and analytical reports for leadership, highlighting contract performance, payment trends, and operational KPIs. Maintained structured documentation and reconciled manual records with system data to ensure contractual and operational accuracy.
- Proposed and implemented process improvements to enhance efficiency, compliance, and customer satisfaction

## Key Achievements:

- Successfully managed high-volume parking contracts, achieving 100% on-time renewals and compliance.
- Supervised a large team, driving performance that generated 20–30% higher revenue.
- Developed analytical dashboards and visual reports that improved management's understanding of contract performance and financial trends.
- Streamlined contract documentation and reporting, reducing errors and enhancing operational oversight.
- Strengthened vendor and client relationships through proactive contract management and follow-up.
- Improved operational efficiency and reduced complaints through data-driven process improvements.

## PROCUREMENT EXECUTIVE

Paramount Trading & Contracting (Remote).

Dec 2017 – June 2019

- Procurement & Supplier Coordination: Managed sourcing and procurement of construction and MEP materials, obtained and compared supplier quotations, negotiated prices, and ensured compliance with technical and quality standards.
- Purchase Orders & Material Follow-Up: Prepared and processed purchase orders in coordination with finance and project teams, and followed up with suppliers and logistics partners to ensure timely delivery to project sites.
- Vendor Management & Payment Coordination: Maintained supplier records, tracked invoices, and coordinated with finance for timely payments, resolving any billing or delivery discrepancies.
- Project Support & Material Planning: Worked with engineers and site supervisors to plan material requirements, monitor usage, and prevent shortages or excess stock.
- Cost Control & Negotiation: Assisted in cost control by evaluating supplier performance, identifying savings opportunities, and ensuring procurement stayed within budget.
- Documentation & Reporting: Maintained organized records of purchase requests, quotations, POs, and supplier correspondence, and prepared regular procurement status and cost reports for management.

## OTHER EXPERIENCE

Accounts Clerk – Sedar Global, UAE & Qatar

2013-2017

- Maintained financial records, processed invoices, reconciled accounts, and coordinated payments.
- Assisted in reporting, audits, and cross-border financial transactions.

## Acknowledgement

I hereby certify that the above details are true and accurate according to best of my knowledge and understanding.

John Mohamad Mir