

MOHAMMED ASHIQ

Procurement and Logistics Professional | +971-52 6914560 | arangathashiq@gmail.com
Abu Dhabi – United Arab Emirates

Highly experienced Procurement and Supply Chain professional having 27 Years of UAE & Saudi experience in Gas Turbine Parts. Specialized in procurement and sourcing, logistics operations, warehouse management, vendor management, vendor evaluation, vendor pre-qualification and Inventory Management.

SKILLS

- Warehouse Management
- Procurement Vendor Management
- Logistics Management
- Vendor Pre-qualification
- Supply Chain Management
- Vendor Evaluation
- Order Management
- SAP Modules
- Oracle Orion
- J.D Edwards
- Maximo
- Microsoft Office

FUCNTIONAL KNOWLEDGE

- Shipping Document legalization from Chamber of Commerce.
- MOFAIC Attestation for Commercial Import Invoices.
- FANAR Approval for DG Chemicals.
- Chemical Approval from relevant government authorities as required.

PROFFESIONAL EXPERIENCE

Supply Chain Officer

Ansaldo Energia Gulf LLC, Abu Dhabi – United Arab Emirates

May 2021 - Present

- To execute all the activities related to procurement & logistics on full compliance with approved processes, procedures and legal requirements.
- Provide logistic support and oversee overall logistic processes to achieve objectives of the Organization.
- Prepare the existing stocks report and analysis with the forthcoming requests from the production and ensure to meet the requirements to avoid any operational delays.
- Ensure to review for pending PR's on a regular basis in SAP and issue the RFQ's to minimum 3 approved suppliers to get the best discounted offer.
- Ensure that the negotiation is done to get the best competitive price than the last purchases.
- Prepare the Purchase orders, communicate to the supplier & follow up the deliveries on a regular basis till we receive the order with required quality documents.
- Update the Purchase order Log on daily basis, monitor on-time delivery & prepare/update the supplier payment forecast on a bi-weekly basis.
- Handle the Customs declarations forms for all the overseas inbound shipments and submit to the Finance team on a timely manner for VAT Return process.
- Coordinate with warehouse team the arrival/movement of materials & customer parts to perform the proper receiving activities as per procedure.
- Prepare shipping documentation and provide support in merging materials into single shipments
- Inform well in advance to the store/operation team the dispatch date for the customer parts.
- Accomplish all legal, international, customer-based documentation and ensure all management system documentation is following company process & procedure and forwarded to all relevant parties.
- Perform the supplier pre-qualification exercise, annual evaluation & maintain the data base.
- Coordinate the deliverable date of material to arrive on site to warehouse team.
- Ensure all coordination of dates, timing, quantity of material is accurately communicated and notify the store in charge for storage and all QSHE aspects are considered and complied.
- Prepare all relevant documents for export & import activities (Invoice/Packing List / COO etc.)
- Organize and coordinate all travel routes with timelines for Air/Sea/Land transportation.

- Create forecasts and reports on cost analysis of transportation, deposit, clearance, delays, fees etc., charges for each project to ensure availability of funds and release in a timely manner.
- Proactively track all the orders and delivery dates and provide order ETA to relevant parties beforehand Track shipments to ensure they arrive on time and that shipment and delivery processes.
- Liaise, negotiate and provide timely communication to customers, suppliers, internal departments, company groups etc.
- Develop business by gaining new contracts, analyzing Procurement & logistical problems and producing new solutions.
- Generate purchase & consumption reports from SAP and identify trends for developing issues to be resolved in upcoming projects.
- Assist in creation of procedures, checklists, forms for internal and external use and train team members on deliverables through on the job training.
- Coordinate and guide the warehouse team in day to day activities as required.
- Accomplishes all tasks as appropriately assigned or requested.
- Provide reports and updates to all concerned stakeholders in a timely manner, accountable for all coordination and achievement of milestones.
- Update the latest status of all outstanding orders on a regular basis.
- Accountable for doing right job, first time every time and on time.
- Accountable for reporting incidents, hazards, unsafe acts or conditions witnessed or experienced.
- Accountable for absolute compliance and implementation of integrated management system procedures, forms and checklists.
- Accountable for ensuring that all project deliverables are available on time with no negative impact in project completion timelines.
- Accountable for complying with all trainings/orientations/tool box sessions/announcements etc.
- Accountable for personal wellbeing, safety of myself and other employees in my team.

Warehouse / Logistics supervisor
Saudi Advanced Turbines (GESAT), Dammam – Saudi Arabia

Dec 2017 – April 2021

A joint venture company of Dussur and GE manufacturing heavy duty gas turbines and components.

- Coordinates and expedites flow of materials, parts, and assemblies between sections or departments, according to production and shipping schedules or department priorities, and compiles and maintains manual or computerized records.
- Reviews production schedules and related information and confers with department supervisors to determine material requirements to identify overdue materials and to track material.
- Requisitions material and establishes sequential delivery dates to departments, according to job order priorities and material availability.
- Create Purchase requisitions whenever necessary and purchase orders against purchase requisitions.
- Examines material delivered to production departments to verify conformance to specifications. Arranges in-plant transfer of materials to meet production schedules.
- Computes amount of material required to complete job orders, applying knowledge of product and manufacturing processes.
- Compiles and maintains manual or computerized records, such as material inventory, in-process production reports, and status and location of materials.
- Adapting Continues improvement techniques improve and develop the inventory services processes.
- Schedule, forecast and order the requirement of materials for smooth operation.
- Receiving and update GR for all the local and international shipments.
- Material kit preparation as per BOM and charging to associated job order.
- Perform other duties as required by the Senior Supply Chain Officer and the Procurement Manager.
- Processing of inventory movements through SAP and ensuring accurate records.
- Keep good track of supplier's performance and maintain a database of good and reliable suppliers for different categories of supplies, service and goods.
- Manage the supply chain with the objectives of improving quality, cost and delivery performance and providing added value over and above monetary considerations.
- Negotiation of prices, contracts and SLA's for company consumables and services

Warehouse Coordinator

Gulf Turbine Services L.L.C, (GE Power Company), Abu Dhabi – UAE

Feb 2010 – July 2017

- Schedule and forecast the requirement of materials such as Spare parts, Industrial gases, Coating Powders, Weld wires, Ceramic media, Blasting grits, chemicals, stationeries, other consumables. Maintain min-max levels and re-order for stock items and consumables.
- Issue requisitioned products, ensuring proper authorization and maintaining appropriate needs.
- Periodical checking and perpetual reconciliation of stock materials and resolve the variation in inventory system.
- Receive and arrange shipments against PO, Physical verification of quantity as per PO, DO or packing list.
- Assist Audit team to carry out physical inventory verification and provide documents for audit purpose. Supervises, coordinate, and arranges inventory storage & transport activities with complete relevant paperwork in a timely manner to meet operations requirements.
- Arrange disposal documents for tendering scrap materials, and dispose/sell the scrap with proper documents. Archiving logistic documentation electronically/physically. Maintains a shipping checklist for all shipments going out/coming in complete with pricing.
- Maintains accurate records and the reporting of all inventory movements to and from customer. Responsible for receiving, checking, unpacking, and booking into stock all incoming deliveries, and ensuring they are done in a timely manner.
- Reports any discrepancies for short shipments or damaged goods received for local & international shipments using the correct process and documentation depending on vendor. Responsible for incoming inspection of all goods received into inventory.
- Ensures accuracy of all inventory held in stock by being active in inventory APIs and cycle counts. Ensures that all exported shipments are properly packed, marked, labeled, and documented correctly.
- Ensures that all dangerous goods are properly packed, marked, labeled, and documented to meet current legislative requirements.
- Takes an active role in identifying non-conformances and be positive by introducing recommendation and improvements.
- Ensures stores and shipping bay are maintained in a tidy, orderly and safe manner as per HSE requirements.

Store Keeper

Dubai Electricity & Water Authority, Dubai – UAE

Mar 1997 – Jan 2010

Worked in Dubai Electricity and Water Authority as Store keeper handling all day-to-day activities of Stores.

EDUCATIONAL QUALIFICATION

Diploma – National Trade Certificate (ITI)

Electrician Trade – Government of India

Vocational Higher Secondary Education

Government of Kerala

TRAININGS

- Crisis Management and Security, Emergency Preparedness & Fire Prevention,
- Hazardous Chemicals in the Workplace, Safety Risk Assessment, Firefighting,
- Ergonomics awareness for industrial workers,
- Supply Chain Security,
- Handling in hazardous chemicals and Safety,
- To operate Forklift, overhead cranes and Other Hydraulic Equipment's.

ACHEIVEMENTS AND RECOGNITIONS

- GTS award for best employee in 2011 | Received Global recognition awards from GE for “Inclusiveness”, “Safety/EHS Initiative”, “Initiative”, “Learn and adapt to win”, “Speed and simplicity”, “Stay lean to go fast”
- Second Place in “Do It Lean” Q1, 2020
- Safety Award for EHs Culture award for the month of November 2019.
- Safety Award for EHS Culture award in the month of August 2020.
- Received Global recognition awards from GE for

- “Inclusiveness”
 - “Safety/EHS Initiative”
 - “Initiative”
 - “Learn and adapt to win”
 - “Speed and simplicity”
 - “Stay lean to go fast”
- Received GTS Quarterly Award for best the best employee in 1st quarter 2011.

PERSONAL DETAILS

Date of Birth : 09th August 1975
Nationality : Indian.
Languages Known : English, Hindi, Arabic and Malayalam.