

# MOHAMMED FAIZAN SHAIKH

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## GLOBAL PROCUREMENT & SUPPLY CHAIN • SOURCING STRATEGIST • PURCHASING COORDINATOR

Top performing Procurement & Supply Chain Engineer with 5.3 years of experience in streamlining global purchase, logistics and warehousing operations. Proven expertise in optimizing budgets, building vendor & supplier relationships, and delivering tremendous cost savings through effective inventory planning. Distinguished professional with an ability to manage clients worldwide.

Considering procurement management roles that facilitate career progression and organizational growth.

### CORE COMPETENCIES:

Procurement • Supply Chain Management • Inventory Management • Production Planning • Vendor Management • Sourcing • Supplier Negotiation • Cost Reduction • Supply Evaluation • ERP Implementation • Project Management • Warehousing • Stakeholder Relations • Cross-functional Leadership • Manufacturing • Costing & Budgeting • Air, Sea, Rail & Road Freight

Technical Skills: SAP P2P Cycle (Procure to Pay) • SAP MM (Materials Management) • Excel Macros • MS Office

### WORK EXPERIENCE:

#### APPLIED MATERIALS

##### ASSOCIATE BUYER

BANGALORE, KARNATAKA, INDIA

FEBRUARY, 2025 – PRESENT

- Managing the PR to PO (Qn to PO) process for suppliers in Germany, Israel, and North America.
- Managing the repair procurement process for parts from broken regions.
- Assessing damaged parts to determine warranty status and coordinating warranty claims.
- Processing non-warranty parts for repair or scrap based on cost-effectiveness and company policies.
- Collaborating with suppliers and internal teams to ensure timely repairs and replacements.
- Tracking and documenting part status using SAP for accurate inventory and financial reporting.
- Optimizing the repair process to reduce downtime and improve supply chain efficiency.
- Creating and processing Purchase Orders (POs), including standard POs, Subon POs, and manual POs using SAP.
- Utilizing Tableau software for data analysis and reporting to optimize procurement processes.
- Ensuring timely and accurate order placement to support supply chain efficiency.
- Coordinating with suppliers and internal teams to resolve order discrepancies and streamline procurement workflows.
- Monitoring and improving procurement performance through data-driven insights.

#### HCL TECHNOLOGIES

##### LEAD ENGINEER

BANGALORE, KARNATAKA, INDIA

AUGUST, 2022 – JANUARY, 2025

- Successfully delivered procurement and purchasing projects for Applied Materials every quarter, across global locations.
- Controlled 100% of supply chain and logistics operations, and maintained a remarkable 100% DoT (delivery-on-time) rate.
- Oversaw operations of warehouses globally, and coordinated mobility of commodities, while maximizing space utilization and minimizing resource wastage, resulting in reduced costing and effective synchronization of supply and demand.
- Eradicated redundant expenses through “procure to pay” model, and facilitated best-in-market rates for goods.
- Led end to end procurement process, including validating internal requests and reaching out to vendors for quotations (RFQ).
- Enhanced drawing accuracy and efficiency by 25 % through leading validation processes and implementing necessary changes.
- Analyzed vendor proposals by evaluating lead prices and conducting commercial evaluations, to ensure competitive criteria.
- Eliminated compliance issues by overseeing drafting and signing of Non-Disclosure Agreements (NDAs), and Master Service Agreements (MSAs) with vendors, prior to finalization.
- Facilitated the renewal of contracts through addendums, extending agreements based on user or requirements.
- Administered various contract types , including MSAs , scopes of work (SOW), NDAs, and MOUs, to streamline vendor relationships and procurement processes.
- Eradicated 100% redundant expenses through “procure to pay” (P2P) model, and facilitated best-in-market rates for goods.
- Coordinated with internal teams for technical evaluations and finalized vendors based on comprehensive assessment criteria.
- Achieved a reduction in errors by ensuring meticulous quality checks, enhancing overall output and workflow efficiency.
- Managed the end to end sourcing process for raw materials, ensuring timely and cost –effective procurement.

- Developed and maintained relationships with key suppliers to ensure consistent quality and reliability.
- Conducted market analysis to identify potential suppliers and benchmark pricing.
- Leveraged Predysys for data enrichment and management, utilized SPC and NON SPC Protocols to streamline material segregation process and maintained organized documentation within Teamcenter as a centralized repository for production drawings.
- Nurtured stakeholder relations by maintaining effective cross-functional coordination 6 internal teams, including Quality, Design, Logistics, Sourcing, Engineering and Warehouse departments, while reporting to Procurement Manager.
- Enhanced business processes by implementing 5 crucial process improvement strategies, viz. Total Lean Management, Six Sigma Methodology, Lean manufacturing, Continuous Improvement (CI), and Plan Do Check Act.

**EMBASSY SERVICES**

**PROCUREMENT ENGINEER**

**MUMBAI, MH, INDIA**

**JANUARY, 2020 – JULY, 2022**

- Led 100% of purchasing and procurement strategy and operations for Diesel generators and HVAC parts requirements, across 3 units in Bangalore, while warranting 100% fulfilment of customer requirements.
- Revamped global logistics operation by leading ERP implementation, resulting in enhanced productivity and data analysis.
- Led a team of 3 members, and monitored overall performances and KPIs for all sections of designated units.
- Tracked daily, weekly and monthly production efficiency, quality and performance via periodic review meetings.
- Led product selection, requirement gathering, lead time management, & payment processes for all purchased materials.
- Oversaw strategic sourcing processes, category management, (RFI, RFQ, RFP), bid evaluation & supplier selection.
- Functioned as an SPOC for vendors, and warranted availability of resources for production via continuous coordination.

**EDUCATION:**

**BACHELOR OF ENGINEERING (B.E) – MECHANICAL ENGINEERING • RKDF UNIVERSITY • 2021**  
**DIPLOMA IN MECHANICAL ENGINEERING • MSBTE • 2017**

**CERTIFICATIONS:**

**SUPPLY CHAIN ENGINEER L1 • PROCUREMENT PROGRAM SCM**