# Objective

Engineering professional having masters degree with more than two years of experience in purchase and supply chain, seeking a full-time position with an organization that offers me a stable and positive atmosphere, inspire me to enhance my skills so that I can be beneficial for the organization and excel at a personal level as well.

# Experience

## Industry Buying May 2015 – Present

**Present Designation: - Sr. Operations Engineer**

**Role & Responsibilities**

* Handling team of 9 procurement and delivery executives.
* Organizing work activities to achieve business objectives.
* Planning timetables for delivery.
* Execution of purchase orders.
* Verifying the P.O’s T&C like tax, freight charges etc. and check the same at suppliers end as well.
* Managing stock levels across the whole supply chain.
* Overseeing the arrival of stock and shipments.
* Tracking products through the supply chain to ensure that they have arrived at their destination.
* Reviewing the performance of the supply chain and identifying areas that can be improved.
* Negotiating rates with local, national and international vendors, transport companies.
* Cultivating supplier relationships.
* Optimizing all tasks and processes within the supply chain.
* Analyzing logistics data to identify opportunities for improvement.
* Developing robust, efficient and effective Supply Chain processes.
* Overseeing the packaging of goods for delivery.
* Setting supply chain goals.
* Develop database of supply and demand, keep tracking of the market trend of the commodities and suppliers key performance indices.

**Designation when joined: - Sourcing Engineer**.

**Role & Responsibilities**

* Sourcing new vendors, suppliers so as to get best possible rates for the items required by enterprise clients.
* Managing the sourcing, auditing and evaluation of new suppliers
* Providing best possible quotations to the clients.
* Negotiating rates with clients as well as suppliers to maximize margin.
* Creating and drafting RFP& RFQ for clients.
* Working on Salesforce from opportunities received till purchase order received.
* Maintain logs and supervise RFxs, Daily Reports and Submittals.
* New Vendor Development and Vendor Management.
* Adding Vendors to the admin portal along with price lists and the discount provided.
* New product feasibility study and product costing estimation.
* Coordinating with key account managers to understand the client requirement and maximize the chances of getting order.

## L & M Construction Solution March 2014 – May 2015

**Designation: - Project Engineer**

**Role & Responsibilities**

* Direct purchase of the materials required at site.
* Review planned orders, create requisitions, and manages approval process.
* Cost analysis, Purchase order placements & vendor follow ups.
* Vendor payment processing & Vendor reconciliation.
* Vendor Negotiation and management.
* Work on PR to PO cycle.
* List down the major maintenance operations and plan for each operation.
* Preparing electrical BOQ schedule as per drawings submitted.
* Responsible for commissioning of plant equipments.
* Execute and supervise work at site.

# Education

## M.Tech 2012-2014

Sharda University

* **Masters of Technology** (Electrical & Electronics Engineering) with specialization in **Power System Engineering**.
* Passed with **First Division** (7.3 CGPA)

## B.Tech 2008-2012

Punjab Technical University

* **Bachelor of Technology** in Electrical Engineering
* Passed with **First Division (67.16%).**

# Training

* **National Hydroelectric Power Corporation Limited  (**June 2011-Dec 2011)  
    
  I have done six months training at Dull Hasti Power Station (390 MW) N.H.P.C Kishtwar, Jammu and Kashmir and grasped knowledge of various aspects of the Hydroelectric Power Plant.
* **National Hydroelectric Power Corporation Limited**(20-June-2010 to 31-July-2010)   
    
  I have done 6 weeks training at Dull Hasti Power Station (390 MW) N.H.P.C Kishtwar, Jammu and Kashmir.

# Technical Skills

* Computer-literate performer with extensive software proficiency covering wide variety of applications.
* Good knowledge of Enterprise Management System (EMS).
* Work on software like Salesforce.
* Good knowledge of Microsoft Office programs (Word, Excel and PPT).

# Personal Skills

* Exceptional listener and communicator who effectively conveys information verbally and in writing.
* Resourceful team player who excels at building trusting relationships with customers and colleagues.
* Highly adaptable, mobile, positive, resilient, patient risk-taker who is open to new ideas.
* Proven relationship-builder with unsurpassed interpersonal skills.

# Achievements

* Won first prize at a National level technical festival on poster presentation.
* Won Silver Medal at a State level Painting Competition.
* Certified by UNESCO at an international level Talent Hunt.
* I have participated in various inter-college and school level debate competitions and received applauds.

# Interests

* I am fond of reading Literature.
* I have a zeal for writing blogs and columns on social, political issues.
* In my leisure time I love to cook food.

# Personal Details

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| --- | --- |
| * Name | Moien Ahamd Shad |
| * Fathers Name | Muzaffar Hussain Shad |
| * Date of Birth | 23-11-1989 |
| * Gender | Male |
| * Marital Status | Married |
| * Nationality | Indian |
| * Languages | English, Urdu, Hindi |

# References

* On Request

# Declaration

I Moien Ahmad Shad, hereby affirm that the above information is accurate and true to the best of my knowledge.

Name: Moien Ahmad Place: New Delhi