

# Mohammed Wajdy

## Procurement & Purchasing

UAE - United Arab Emirates United Arab Emirates

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+97150 5628382

Seeking a challenging Position with your Company where my Profile offers a good match and my experience can be developed. Also I strongly believe that my character personality & ability to work under pressure will be beneficial for the company.

Willing to relocate: Anywhere

## Work Experience

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### Manager of Procurement and Purchasing Department

Wahat Al-Rehab International Contracting - UAE

July 2012 to Present

#### Job Description:

- Liaise with the suppliers.
  - Negotiate for good price with good time on delivery.
  - Coordinate materials between the project & suppliers.
  - Checking materials in the store, orders new materials.
  - Follow up outstanding materials.
  - Prepare stock report every week, submit to heads of sections.
  - Manage contains or reflecting situation of the progress, & activities.
  - Prepare monthly stock record summary.
  - Prepare Procurement Schedule for every Project.
  - Maintain records of goods ordered and received.
  - Locate vendors of materials, equipment or supplies, and interview them in order to determine product availability and terms of sales.
  - Prepare and process requisitions and purchase orders for supplies and equipment.
  - Control purchasing department budgets.
  - Interview and hire staff, and oversee staff training.
  - Review purchase order claims and contracts for conformance to company policy.
  - Analyze market and delivery systems in order to assess present and future material availability.
  - Develop and implement purchasing and contract management instructions, policies, and procedures.
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- Participate in the development of specifications for equipment, products or substitute materials.
  - Resolve vendor or contractor grievances, and claims against suppliers.
  - Represent companies in negotiating contracts and formulating policies with suppliers.
  - Review, evaluate, and approve specifications for issuing and awarding bids.
  - Direct and coordinate activities of personnel engaged in buying, selling, and distributing materials, equipment, machinery, and supplies.
  - Prepare bid awards requiring board approval.
  - Prepare reports regarding market conditions and merchandise costs.
  - Administer on-line procurement & purchasing systems.

- Arrange for disposal of surplus materials.
- Ensure competent quality execution of all regular purchasing duties and administrative works.
- Maintain complete updated purchasing records/data and pricing in the system.
- Prepare reports and summarize data including sales report and book value.
- Schedule store visits and conduct competitor survey.
- Execution and monitoring of all regular purchasing duties.
- Coordinate with user departments and suppliers in the purchasing scope of work for projects assigned.
- Assist in managing and following up overseas orders.
- Handling and monitoring of claims to factories and vendors for defectives, shortage, missing parts.
- Support relevant departments with quotations for the purpose of tenders.
- Coordinate with suppliers to ensure on-time delivery.
- Responsible for the preparation and process purchase orders and documents in accordance with company policies and procedures.
- Monitor and co-ordinate deliveries of items between suppliers to ensure that all items are delivered to site/store on time.
- Source, select and negotiate for the best purchase package in terms of quality, price, terms, deliveries and services with suppliers.
- Negotiate for best purchasing package (in terms of quality, price, term, delivery and service) with suppliers and sub-contractors assigned.
- Purchase and issue order in accordance to specification.
- Plan and manage inventory levels of materials or products.
- Source for new parts, suppliers or sub-contractors when the need arises.
- Monitor and co-ordinate deliveries of items between suppliers (local and overseas).

## **Manager of Procurement and Purchasing Department**

Bani Marban International Contracting & Trading - UAE

September 2009 to July 2012

### **Job Description:**

- Liaise with the suppliers.
- Negotiate for good price with good time on delivery.
- Coordinate materials between the project & suppliers.
- Checking materials in the store, orders new materials.
- Follow up outstanding materials.
- Prepare stock report every week, submit to heads of sections.
- Manage contains or reflecting situation of the progress, & activities.
- Prepare monthly stock record summary.
- Prepare Procurement Schedule for every Project.
- Maintain records of goods ordered and received.
- Locate vendors of materials, equipment or supplies, and interview them in order to determine product availability and terms of sales.
- Prepare and process requisitions and purchase orders for supplies and equipment.
- Control purchasing department budgets.
- Interview and hire staff, and oversee staff training.
- Review purchase order claims and contracts for conformance to company policy.
- Analyze market and delivery systems in order to assess present and future material availability.
- Develop and implement purchasing and contract management instructions, policies, and procedures.

- Participate in the development of specifications for equipment, products or substitute materials.
- Resolve vendor or contractor grievances, and claims against suppliers.
- Represent companies in negotiating contracts and formulating policies with suppliers.
- Review, evaluate, and approve specifications for issuing and awarding bids.
- Direct and coordinate activities of personnel engaged in buying, selling, and distributing materials, equipment, machinery, and supplies.
- Prepare bid awards requiring board approval.
- Prepare reports regarding market conditions and merchandise costs.
- Administer on-line procurement & purchasing systems.
- Arrange for disposal of surplus materials.
- Ensure competent quality execution of all regular purchasing duties and administrative works.
- Maintain complete updated purchasing records/data and pricing in the system.
- Prepare reports and summarize data including sales report and book value.
- Schedule store visits and conduct competitor survey.
- Execution and monitoring of all regular purchasing duties.
- Coordinate with user departments and suppliers in the purchasing scope of work for projects assigned.
- Assist in managing and following up overseas orders.
- Handling and monitoring of claims to factories and vendors for defectives, shortage, missing parts.
- Support relevant departments with quotations for the purpose of tenders.
- Coordinate with suppliers to ensure on-time delivery.
- Responsible for the preparation and process purchase orders and documents in accordance with company policies and procedures.
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- Negotiate for best purchasing package (in terms of quality, price, term, delivery and service) with suppliers and sub-contractors assigned.
- Purchase and issue order in accordance to specification.
- Plan and manage inventory levels of materials or products.
- Source for new parts, suppliers or sub-contractors when the need arises.
- Monitor and co-ordinate deliveries of items between suppliers (local and overseas).

## **Purchaser Officer in Procurement & Purchasing Department**

(CCC) Consolidated Contractors International Company - UAE

August 2005 to September 2009

### **Job Description:**

- Liaise with the suppliers.
- Negotiate for good price with good time on delivery.
- Coordinate materials between the project & suppliers.
- Checking materials in the store, orders new materials.
- Follow up outstanding materials.
- Prepare stock report every week, submit to heads of sections.
- Manage contains or reflecting situation of the progress, & activities.
- Prepare monthly stock record summary.
- Prepare Procurement Schedule for every Project.
- Maintain records of goods ordered and received.

- Locate vendors of materials, equipment or supplies, and interview them in order to determine product availability and terms of sales.
  - Prepare and process requisitions and purchase orders for supplies and equipment.
  - Control purchasing department budgets.
  - Interview and hire staff, and oversee staff training.
  - Review purchase order claims and contracts for conformance to company policy.
  - Analyze market and delivery systems in order to assess present and future material availability.
  - Develop and implement purchasing and contract management instructions, policies, and procedures.
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- Participate in the development of specifications for equipment, products or substitute materials.
  - Resolve vendor or contractor grievances, and claims against suppliers.
  - Represent companies in negotiating contracts and formulating policies with suppliers.
  - Review, evaluate, and approve specifications for issuing and awarding bids.
  - Direct and coordinate activities of personnel engaged in buying, selling, and distributing materials, equipment, machinery, and supplies.
  - Prepare bid awards requiring board approval.
  - Prepare reports regarding market conditions and merchandise costs.
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  - Arrange for disposal of surplus materials.
  - Ensure competent quality execution of all regular purchasing duties and administrative works.
  - Maintain complete updated purchasing records/data and pricing in the system.
  - Prepare reports and summarize data including sales report and book value.
  - Schedule store visits and conduct competitor survey.
  - Execution and monitoring of all regular purchasing duties.
  - Coordinate with user departments and suppliers in the purchasing scope of work for projects assigned.
  - Assist in managing and following up overseas orders.
  - Handling and monitoring of claims to factories and vendors for defectives, shortage, missing parts.
  - Support relevant departments with quotations for the purpose of tenders.
  - Coordinate with suppliers to ensure on-time delivery.
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  - Purchase and issue order in accordance to specification.
  - Plan and manage inventory levels of materials or products.
  - Source for new parts, suppliers or sub-contractors when the need arises.
  - Monitor and co-ordinate deliveries of items between suppliers (local and overseas).

### **Assistant of Purchasing officer in Procurement & Purchasing Department**

Al-Mulla Engineering Contracting - UAE

July 2001 to August 2005

#### **Job Description:**

- Liaise with the suppliers.

- Negotiate for good price with good time on delivery.
  - Coordinate materials between the project & suppliers.
  - Checking materials in the store, orders new materials.
  - Follow up outstanding materials.
  - Prepare stock report every week, submit to heads of sections.
  - Manage contains or reflecting situation of the progress, & activities.
  - Prepare monthly stock record summary.
  - Prepare Procurement Schedule for every Project.
  - Maintain records of goods ordered and received.
  - Locate vendors of materials, equipment or supplies, and interview them in order to determine product availability and terms of sales.
  - Prepare and process requisitions and purchase orders for supplies and equipment.
  - Control purchasing department budgets.
  - Interview and hire staff, and oversee staff training.
  - Review purchase order claims and contracts for conformance to company policy.
  - Analyze market and delivery systems in order to assess present and future material availability.
  - Develop and implement purchasing and contract management instructions, policies, and procedures.
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- Participate in the development of specifications for equipment, products or substitute materials.
  - Resolve vendor or contractor grievances, and claims against suppliers.
  - Represent companies in negotiating contracts and formulating policies with suppliers.
  - Review, evaluate, and approve specifications for issuing and awarding bids.
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  - Prepare bid awards requiring board approval.
  - Prepare reports regarding market conditions and merchandise costs.
  - Administer on-line procurement & purchasing systems.
  - Arrange for disposal of surplus materials.
  - Ensure competent quality execution of all regular purchasing duties and administrative works.
  - Maintain complete updated purchasing records/data and pricing in the system.
  - Prepare reports and summarize data including sales report and book value.
  - Schedule store visits and conduct competitor survey.
  - Execution and monitoring of all regular purchasing duties.
  - Coordinate with user departments and suppliers in the purchasing scope of work for projects assigned.
  - Assist in managing and following up overseas orders.
  - Handling and monitoring of claims to factories and vendors for defectives, shortage, missing parts.
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  - Purchase and issue order in accordance to specification.

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- Source for new parts, suppliers or sub-contractors when the need arises.
- Monitor and co-ordinate deliveries of items between suppliers (local and overseas).

## Education

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### **Master of Material Engineer in Material Engineer**

Mountain State University (USA) - American University in UAE  
2008

### **Bachelor of Material Engineer in Material Engineer**

Mountain State University (USA) - American University in UAE  
2006

### **Diploma in Information System & Administration in Information System & Administration**

Lampton College (Canada) - Canadian College in UAE  
2003

## Skills

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Computer Programming (10+ years), database (10+ years), Databases (10+ years), Excel (10+ years), Microsoft Office (10+ years)

## Certifications and Licenses

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### **Emirates Civil Defence Academy**

2015 to 2015

Fire Safety Fundamentals And Proper use of Fire Extinguishers

### **UAE Driving License**

March 2016 to March 2026

## Additional Information

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Computer knowledge:

- Microcomputer Concepts, Information Technology Skills, Computer Programming Logic, Intro to Relational Databases, Visual Basic (database), Microsoft Office (Word, Power point, Excel, and Access (database project), Oracle (SQL), Computer Concept, & Web page Design.

Others: