

Sayed Gayasul Haque

Procurement Officer

Sharjah

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To secure a challenging position where I can effectively contribute my skills and knowledge as a professional, possessing competent and skills to achieve the determined goals of the company.

1. CURRENT PROFILES

(1) Procurement Officer at Al Muqarram Group, Sharjah, U.A.E.

1. ROLES AND RESPONSIBILITIES

(i) As a Procurement Officer:

- (a) Find out the requirement,
- (b) Getting Work Orders or Purchase Requisition from respective dept.,
- (c) Getting required specifications,
- (d) Purchase Plan,
- (e) Find out the suitable Suppliers,
- (f) Evaluation of Prices, distance, payment terms etc.,
- (g) Issuance of Purchase Order,
- (h) Getting acknowledgment from the Supplier,
- (i) Follow up for getting the material delivered on time,
- (j) Receiving of material with proper inspection,
- (k) Checking the Invoices and getting Goods Receipt Notes from respective delivery place.
- (l) And getting the payment done within the agreed duration.
- (m) Maintaining ISO/API/TUV records for Audit purpose,
- (n) Maintaining day-to-day dispatch details,
- (o) Sourcing new Suppliers to minimize the cost of procurement,
- (p) Sourcing new Raw Materials required for under development Projects,
- (q) Maintaining business relationship with all the Suppliers,
- (r) Motivating subordinates to empower their skills,
- (s) Learning new methods from higher officials to reduce the workloads,
- (t) Ensure accountable, timely and cost-effective release of peacekeeping cargos along with personnel,
- (u) Ensure all supervised staff members are trained as well as cross-trained adequately,
- (v) Coordinate and present logistics support to ongoing operations,
- (w) Assesses and organizes logistics in terms of transport requirements, receipt, handling, storage and distribution of Items and establishes proper warehousing and recording systems.

1. PREVIOUS PROFILES

S.N. Organization Designation Date of Joining Date of Leaving/Resignation

1 Reliance Communications (India) Sr. Business Development Executive (Campus selection) 23rd May, 2011
20th October, 2011

Work Experience

Procurement Officer

Al Muqarram Industry (Sharjah)

June 2016 to Present

I currently working as a senior Procurement Officer and handling sourcing of all the Raw Materials and packing Materials of two Manufacturing Units right from identifying requirement till receiving Materials in good quality, in right quantity at best negotiated price and payment terms etc.

Procurement Officer

www.gis-tunisia.com - Dubai

January 2015 to May 2016

Manager

Oren Hydrocarbons Far East Sdn. Bhd

January 2014 to December 2014

Assist. Manager-Purchase

Oren Hydrocarbons Pvt. Ltd. (India)

October 2011 to January 2014

Education

M.B.A.

Regular (Finance & Marketing)

2011

P.G. Diploma in I.B.M. in International Business Management

Annamalai University

2010

B.Com.

V.B.S. Purvanchal University

2009

M.P. Inter College - Mubarakpur, Uttar Pradesh

2006

Skills

ERP, SAP, Tally, MICROSOFT OFFICE

Additional Information

1. TECHNICAL SKILLS

a) SPOKEN CLASS AT OXFORD SPEAKING CENTRE.

b) SOFTWARE SKILLS:

1. Microsoft Office,
2. Internet Usage,
3. S.P.S.S.,
4. Tally 9,
5. ERP (ADempiere)
6. SAP,
7. CorelDRAW 11,
8. Dolibarr.