

CV for Purchase Manager

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Career Summary

- More than 15 years of experience in various facets of procuring materials from national and international markets.
- Experienced with inviting and allotting tenders.
- Expertise in developing local vendors, reducing the cost of procurement of material.
- Successfully implemented vendor development programmes including training for vendors.
- Experienced with implementing systems of inventory management avoiding overstocking or wastage.
- Working knowledge of SAP.

PERSONAL SUMMARY

- A hardworking, pro-active purchasing manager with an upbeat and positive attitude,
- who is looking for a opportunity to make a big difference in a business that is moving forward. Possessing a track record of achievements and a proven ability to manage the vendor / supplier base to reduce lead time and cost where ever possible.
- Results
- driven and able to use initiative to develop effective solutions to supply chain problems, whilst having an active and dynamic approach to work and getting things done efficiently.
- Looking for a suitable managerial position with an exciting and ambitious company.

SKILL

- * Setting up the weekly, monthly, quarterly procurement plan.
- * Procurement of raw material from national and international market.
- * Development of alternative local sources for imported raw materials which helps in cost saving.
- * Purchasing machines with improved technology to increase production.
- * Planning and budgeting of purchase functions, involving cost estimation, contract negotiations.
- * Inviting and allotting tenders.
- * Liaison with the production department to maintain optimum inventory.
- * Implementing systems to avoid situations like over-stocking or out-of-stock which cause production and financial losses.
- * Liaison with finance department for timely payment of bills.
- * Developing reports on procurement and usage of material for top management.
- * For Vendor Development
 - * Effective management of vendor database.
 - * Classification of vendors on the basis of criteria like cost, quality, timely delivery
- Development of new vendors.
 - * Conducting trainings for vendors to educate them about company's requirements and help them in improving their performance.
 - * Evaluating vendors & negotiating the price, delivery schedule and terms and conditions with them.
 - * Timely clearance of payments & handling vendor inquiries.
 - * Running programmes to evaluate vendors based on the feedback from internal stake holders.
 - * Developing reports on various programmes run for vendor development for top management.
- * Understanding of internet marketing: SEO, etc.
- * Ability to identify and implement new procedures and processes.
- * Have strong oral and written communication skills.
- * Vast experience of working with a range of external suppliers.
- * Excellent judgement and decision making.

Stores Management

Maintaining the stock of material without any variance by conducting stock verification and documentation.

Implementing Standard Operating Procedures within the warehouse.

Regularizing material receipts and ensuring the fluidity of stocks from warehouse to stores.

Duties:

Controlling the purchase and supply of all procured items & services.

Negotiating price and terms of products with suppliers.

Managing, developing & improving the purchasing team.

Benchmarking performance of the Supply Chain.

Establishing terms, pricing, quality requirements, delivery, and contracts.

Adhering to all company policies with particular regard to accounting procedures.

Administering the online purchasing systems.

Reviewing all contracts/agreements to achieve 'best price/best quality' purchasing.

Preparing & processing requisitions, purchase orders & invoices for purchases.

Giving sourcing input to colleagues to aid business planning & development.

Making recommendations & advising senior management on all purchasing issues.

Maintaining records of supplier contracts, agreements, goods ordered received.

Managing vendor relationships and building effective supply chain partnerships.

Other spend categories include: marketing, HR, professional services, catering, uniforms, facilities.

Achievements

- Saved 1.2 Million Saudi Riyal in the year 2011 for Raw Material Supplier Company" by identifying domestic vendors to supply material which was earlier imported.
- Saved 1.5 Million Rupees for "Machining Spare " in the year 2015 by implementing new vendor training programmes.
- Procured a machine with improved technology Company" which increased the production by 50%.
- Revived old vendors supplying crucial raw material by effective management of database which saved time in looking out for new vendors and started immediate production for company" in the year 2016.

Employers:**P- 4/4**

- Working as Purchase Manager for “**SIBCO Co.**” from October '2012 to present.
- Worked as Manager – Purchase / Warehouse for “Saudi Hydraulic Co.” from Jan'2002 – September '20011.

Educational Qualifications

- Bachelor Graduate from “Magadh University” with 90% marks.
- MBA in “Finance management” from “National Institute Of Business Management ”

Computer Knowledge

- Well versed with MS Office, Windows 2000 and Windows XP.
- Working knowledge of SAP.

Personal Details

Date of birth: 10th Oct, 1977

Languages known: English, Hindi, Urdu , Arabic

Nationality :Indian

Marital Status : Married

Iqama No. **2162589820**

PERSONAL STRENGTHS :

- ** Goal Driven- Dynamic - Vibrant Personality
- ** Strong Numerical and Analytical Skill
- ** Creative Team spirit and Leadership capability
- ** Listening, Critical Thinking and Decision Making Skill
- ** Negotiation and Resource Optimizing Skill
- ** Ability to manage multiple priorities.
- ** Resourceful and well organized.