

## CURRICULUM VITAE



FAYAZUDDIN SYED

### PERSONAL INFORMATION

Date of Birth : 24/05/1981  
Visa Status : Visit Visa  
Visa Validate : 16/07/2022  
Current Place : Sharjah, UAE  
Native Place : Hyderabad  
Nationality : India  
Marital Status : Married



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### CAREER OBJECTIVE

A competent professional Procurement Officer with a positive demeanor and strong work ethic with 18 Years of Experience in India and Gulf - UAE, SAUDI ARABI (Riyadh, Jeddah) QATAR.

Ambitious and self-motivated individual seeking as a Procurement Manager / Office Administrator position to work in a fast-paced and challenging environment, where my analytical and quantitative skills, accompanied with a strong passion can be work - making and my career growth as well.

### ACADEMIC CREDENTIALS

Bachelor of Commerce

EIILM UNIVERSITY, SIKKIM, INDIA.

### TECHNICAL CREDENTIALS

Diploma in Computer Applications

MS Office (Word, Excel, PowerPoint & Outlook)

### PROFESSIONAL EXPERIENCE



**PRECISION ENGINEERING INDUSTRIES., QATAR**

**DESIGN: PROCUREMENT OFFICER**

Februaury-2014 To December 2021

During my job, my responsibilities are as follows:

- Offering enquiry, collection of quotation, comparison statement preparation and proposal of ordering / purchasing.
- Handling local / overseas inquiries for Centralized Procurement (As per procurement Plan), taking quotations and discussing for better prices with Sr. Procurement Engineer's.
- Coordinate with finance department for payment issues and sending Purchase Orders on daily basis.
- Responsible for all expediting activities after PO placement, modifying and monitoring delivery schedules as per project requirements.
- Preparing different reports for department like Weekly, monthly related to procurement activities.
- Maintaining and updating RFQ's Log as per company procedure, the RFQ's which is receiving through Procurement Plan from projects and follow up with suppliers regarding quotation and technical submittals.
- Preparing Technical submittals and submitting to Project and Engineering Service department (ESD - Emergency Shutdown System) for evaluation and approval, after receiving the comments from Project, Consultant and ESD then coordinating with supplier for their feedback.
- Coordinating with supplier regarding the commercial & technical offers.
- Assigned from department side for tendering inquiry follow up with suppliers.



**BAJAJ ALLIANZ GENERAL INSURANCE CO., HYDERABAD, INDIA**

**DESIGN: OFFICE ADMINISTRATOR**

May-2010 to December-2013

During my job, my responsibilities are as follows:

- Performed general office duties and administrative tasks.
- Scheduled client appointments and maintained up-to-date confidential client files.
- Managed the internal and external mail functions.
- Support office teams in order to ensure the smooth running of day-to-day activities Work within a busy office environment.
- Tracked, filed and viewed important documents, receipts, applications, database information, and invoices on a daily basis, organizing and managing sensitive files in an efficient manner

**RABIE AL-TAKYEEF, SAUDI ARABIA (RIYADH AND JEDDAH)****DESIGN: STORE KEEPER cum INVENTORY ANALYST** May-2006 to March-2010

*During my job, my responsibilities are as follows:*

- Take delivery of all incoming HVAC materials and reconcile with purchase orders.
- Track, document, and resolve any discrepancies on received orders
- Ensure accuracy of the facility's inventory system by updating records of physical inventory totals, receipts, adjustments, and returns.
- Manage inventory/supplies and ensure they are within the established minimum and maximum levels.
- Keep up-to-date records of receipts, records, and withdrawals from the stockroom.
- Responsible for packing, pricing, labeling, and returning supplies,
- Responsible for stock rotation and coordinate the disposal of surpluses
- Oversee the handling of freight, the movement of equipment, and minor repairs.
- Manage supplier relations and database as well as maintain high ethical relationships both internally and externally.
- Create purchase orders to perform low-value procurement activities.
- Responsible for shipping cancelled or damaged items back to suppliers as appropriate.
- Analyzed and determined historical sales and marketing data from sales history files.
- Planned Work Orders and Purchased Orders and Planned and monitored finished goods inventory targets.



Bu Haroon Marine Equipment Est

**BU HAROON MARINE EST. ABU DABI, U.A.E****DESIGN: ADMINISTRATIVE ASSISTANT cum INDOOR SALES**

January-2003 To March 2006

*During my job, my responsibilities are as follows:*

- Shipping hardware items Sales (General & Marine Hardware, Electrical, Batteries, Pipes, Tubes, Bars & Sheets, Hoses & Fittings, Flanges & Fittings, Winches /Anchors etc.,)
- Answer and direct phone calls and delivery as per customer requirements.
- Write and distribute email, correspondence, letters, faxes and forms.
- Assist in the preparation of regularly Scheduled reports of daily sales and develop and maintain a filing system.
- Update and maintain office policies and procedures.
- Order office supplies and research new deals and suppliers, Submit and reconcile expense reports.

**ADDITIONAL SKILLS**

- Having good proficiency in English language.
- Communication and time management skills.
- Ability to be a good part of team.
- Ability to seek, organize and exchange information for decision making & problem solving.
- Self-Starter & good interpersonal skills.

**DECLARATION**

I hereby declare that the details furnished by me are correct and true to the best of my knowledge and belief.

**Syed Fayazuddin**