

CURRICULUM VITAE



MOHD.SIRAJ

POSITION : PROCUREMENT SPECIALIST

EXPERIENCE : 9 years 6 months

EDUCATIONAL QUALIFICATIONS : Master of Business Administration

KEY SKILLS : Negotiation , vendor management, customers service, team management, market research and analysis, improving process capability , SAP Ariba, SAP SRM, SAP MM, Aravo , Bridger, Support central, service now

Current location : Dubai, U.A.E.

Availability : Immediate

Visa status: Visit visa

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Summary of career :

- Procuring It solution hardware and software telecom services and raw material B to B for GENPACT private limited
- Working as buyer where in wing to wing process of converting purchase requisition to purchase order including the critical sourcing activity.
- Negotiating price and term of product and services with suppliers.
- Manage Quotation RFQ from the venders and negotiate wherever possible.
- Managing and reviewing all contract agreement to achieve best price and best quality purchasing.
- Help desk activities supplier set up, purchase order creation invoice processing and order confirmation and RFQ request.
- Coordinate with the commodity manager for new supplier set up, payment terms and contract new and renewal.
- Category includes.. IT services, office supplies, MRO facilities, HR and Corporate services and analysis the commodity trend.
- Preparing and handling weekly and monthly calls with the client on the varies aspects of the process which include PO processing, Help desk, Vender management along with Accuracy and TAT .
- Training new hires on all the activity on the process which includes understanding of commodities.
- Support the strategic Sourcing Manager in development of sourcing strategy
- Work on Quarterly Audit for about thresholds limits for all purchase Requisition.

Achievement :

- Green Belt trained and tested
- Team lead role and handling 9 members of team.
- Awarded with Individual excellence for ensuring the business parameter of TAT and accuracy met on regular basis .
- Training new hires and also provide the assistance on production where required .
- Pob's for good work .

Employment History:

- Organization : GENPACT
- Designation : Operation and Buyer direct and indirect procurement.
- Area : Global strategic Sourcing and procurement .
- Department : Source to Pay
- Date of joining : 2010 to 2019
- Total Experience : 9 years
- Hands On Experience : Sourcing and procurement , spot buy , vender management and contract management

Computer skills:

- SAP Ariba
- SAP SRM
- ORACLE 11I
- ARAVO
- BRIDGER
- SERVICE NOW
- SUPPORT CENTRAL
- MS OFFICE

Trainings Attended :

- Effective communication skills
- Goal setting
- Pro active behavior
- Stress management
- Team management
- Corporate etiquette
- Stepping up to management
- Customer centricity

Education Qualification:

- Master of Business Administration
- Post Graduate Diploma in Business Management
- Bachelor of Commerce
- Higher Secondary Certificate
- Secondary School Certificate