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## **MOHAMMED KHAJA IMADUDDIN**

### **Personal Summary**

A smart, conscientious and customer focused in Procurement Operations with extensive experience of handling all the Domestic & International Purchasing. To flourish under efficient and professional management to extend knowledge, in the **"PROCUREMENT DEPARTMENT"** and strive to work hard for success of both organization and the individual. I am versatile in nature with an inclination to learn new things and ability to grasp things with a little orientation.

### **Objective**

- ✓ Seeking a position in a leading organization, that would utilize and develop my knowledge, as well as make use of, and enhance my academic background.
- ✓ To seek new challenges in the field of **Procurement/Supply Chain Management**, that effectively utilizes my Professional Experience.
- ✓ To gain firsthand knowledge using my skills and capabilities and perform the work with true dedication and commitment towards the work.
- ✓ To succeed in a stimulating and challenging environment, building the success of the company.
- ✓ While I experience advancement opportunities. I want to be part of the success in an environment of Growth and excellence.
- ✓ Secure a position with a leading organization that will lead to a long term career relationship.

### **Key Skills & Competencies**

- Able to work in a fast-paced environment and multi-task.
- Pleasant and with positive attitude.
- Fast learner, cooperative, patient and dedicated.
- Independent, organized and good administrative skills.
- Excellent interpersonal skills and leadership abilities.
- Well versed with Saudi market with local and overseas purchasing and Saudi trade regulations.
- Knowledge of sourcing and procurement techniques as well as a dexterity in "reading" the market.
- Talent in negotiations and networking.
- Good knowledge of supplier or third-party management software.
- Aptitude in decision-making and working with numbers.

### **Education**

- **MASTER OF BUSINESS ADMINISTRATION (M.B.A.-Finance/Marketing)** from Nizam Institute of Business Management affiliated to Osmania University (India, Hyderabad).
- **BACHELORS DEGREE OF COMMERCE (B.COM Computers)** from St. Mary's Degree College affiliated to Osmania University (India, Hyderabad).

### **Computer skills**

- Excellent knowledge of (Windows & Internet Facilities)
- Operating Systems : Windows: 98, 2000, 2003, 7.
- Software Packages : **SAP, Windows Dynamic (Axapta) 2009, focus, Microsoft Office (Word, Power Point & Excel), Accounting Packages like Tally, Wings, Focus, C-language, Html, Web Programming.**

## Working Experience

- **Al Khaila Investment Company (Saudi Arabia, Riyadh) F & B Sector**

**Job Title: Procurement Officer**

**Working On: Pixel Point**

**Date: From 03/07/2018 until Present**

- Manage, Coordinate and Monitor the day-to-day operations of the procurement and supply chain process in the restaurant taking the food and non-food orders.
- Devising and using fruitful procurement and sourcing strategies as per companies' rules and policies.
- Discovering more of Credit suppliers and initiate procurement partnerships.
- Responsible for appropriate supplier selection/bidding processes for selected purchase requests, and supplier and contract pricing validation for all purchase requests.
- Foresee alterations in the comparative negotiating ability of suppliers and clients.
- Finalize purchase order details of orders and deliveries.
- Supervise orders and arrange stocking of raw materials and equipment to ensure they meet needs.
- Keep logs and records of warehouse stock, executed orders etc.
- Plan and track the shipment of final products according to customer requirements.
- Perform risk management for supply contracts and agreements.
- Cost control and build a culture of long-term saving on procurement costs.
- Researches new products and services to meet company's goals.
- Develops and implements strategies for procuring, storing, and distributing goods or services and maintaining stock levels.
- Manage technological systems that track the shipment, inventory and supply of materials.
- Follow up with Finance dept. for Payments to Suppliers in timely manner.
- Preparing and Submitting of all reports relating to Procurement Operations to Operations Manager.

- **Al Faisaliyah Group-Mezzan Foods Co. (Saudi Arabia, Riyadh)**

**Job Title: Procurement Officer**

**Working On: SAP**

**Date: From 06/12/2016 until 30/06/2018**

- Receiving of request for all the depts. pertaining to maintenance, Raw Materials, Production & Quality, Sales and Purchasing it domestically/Internationally for the consumption and stocks availability.
- Initiate and complete all procurement cycle that is, PR, Reviews quotations and purchase documentation with respect to quality, suitability, delivery and pricing for concerned departments such as Quality, Production or Sales.
- Plan, implement & ensure smooth execution of procurement activities in order to deliver products and services according to plan and timely manner.
- Monitor consumption levels, and advise management regarding consumption trends, in ways such: Amending future demand, adjusting current consumption (increase/ decrease).
- Create Inbound Delivery for the import shipments and coordinate with warehouse team for the updated storage stock and receiving of materials in rightly manner.
- Maintain Sales Forecast plan and link the sheet with Raw Material Forecast Plan and monitor the materials as per the requirement orders.
- Visit suppliers in relation to identifying new sourcing channels, obtaining quotations and proposals, obtaining credit payment facilities, negotiation of ideal prices & terms and conditions.
- Handling & maintaining all the Contracts and sending the legal documents to the lawyer for approval process.
- Place orders via suppliers, arrange for the best delivery dates, arrival of goods and ensure the necessary shipping information and documentary.
- Coordinating with courier service to arrange for the delivery and taking care of the needed documents through clearing agent for arranging SASO Certificates and required documents to get the Order delivered in rightly manner to the warehouse/plant.
- Follow up with Finance to ensure timely payment of suppliers as per agreed on contracts.
- Prepares weekly/monthly Procurement Analysis reports handled by the department.

- **Zenith Arabia (Saudi Arabia, Riyadh)**

**Job Title: Procurement Assistant**

**Working On: Windows Dynamic Axapta (2009)**

**Date: From 05/11/2015 until 28/11/2016**

- Receive emails through help desk and from salesmen regarding the items needed/request for quotations.
- To oversee the purchase of IT equipment and Computer Accessories for the organization, contract suppliers, Clients and research offers and quotations.
- Directs and engages in supplier/vendor pricing and quality standards negotiations from chosen suppliers.
- Sending request to vendors for request for quotation.
- Preparing Comparison Sheet for different prices from vendors and select the best out of it.
- Dealing in Online International Purchasing with Vendors and Distributors.
- Online Purchase from Int'l Distributors in U.S., U.K., Amazon, EBay, Etc. Websites.
- Prepare purchase order and getting it approved from managerial level.
- Forward the purchase order to Vendors and follow up on delivery of the order.
- Ensure product movement from supplier to the local address.
- Once Received check the part number and the delivery note and details of the order.
- Ensure all the items are in stock and check the quality of materials before preparing them for dispatch.
- Organize and dispatch daily customer orders.
- Prepare goods received in transit and sales order.
- Make sure all supplies are sent on due date and time.
- Registering of all documents and handle customer's and vendor's database.
- Maintain good relationship with customers, vendors and office staff.
- Perform research activities in order to identify new solutions for purchasing department.
- Preparing weekly reports concerning supply chain operations and smooth flow of business.

- **Azadea (Saudi Arabia, Riyadh) F & B SECTOR**

**Job Title: Junior Procurement Specialist**

**Working On: Material Control ERP Software**

**Date: From 12/02/2012 Till 30/10/2015**

- Receiving the Requests through email, help desk and Shop/Store Managers.
- Segregating cash and credit card transactions accurately & efficiently.
- Requesting for quotations to Suppliers and Vendors.
- Taking approvals from the Senior Procurement Specialist, Project manager, and processing the purchase order to the suppliers.
- Prepare Comparison Sheet and select the best Least Price among 3 Vendor's.
- Preparing and sending the new sample approval form and Material submittal form for approvals.
- Analyzing prices quoted by suppliers, search for alternate suppliers if needed and look for options to reduce cost for the company.
- Special care to be taken in payment terms and delivery terms and intact with Finance/Accounts department for smooth delivery of payments with the vendors.
- Having Knowledge of price, market and vendors and Negotiating in price matter if required.
- Keeping contract files and using them as reference for the future purpose.
- Continuous follow up with the Suppliers on regular basis based on planning schedule.
- Check for daily updates of the products if delivered by the supplier on the given date if not due date.
- Prepare Goods received in transit, Sales Order and Delivery notes.
- If items received then submit the Grn, Sales Order and Delivery note to the warehouse department.
- Preparing daily procurement tracking sheet report.
- Preparing weekly analysis procurement reports submitting it to the Project manager for the work done.

### Personal Information

**Name** : Mohammed Khaja Imaduddin  
**Father Name** : Mohammed Khaja Mohiuddin  
**Date of Birth** : 6<sup>th</sup> April, 1986  
**Place of Birth** : India-Hyderabad  
**Marital Status** : Married  
**Gender** : Male  
**Nationality** : Indian  
**Hobbies** : Playing Cricket, Football, Swimming, Badminton, Reading Newspapers, Social Media For news & updates.  
**Passport** : Valid till Dec. 2022  
**Iqama** : **VALID & IMMEDIATE TRANSFER (Present Companies Sponsorship)**  
**Driving license** : Yes (Valid)  
**Currently Residing** : Saudi Arabia (Riyadh)  
**Languages Known** : English, Arabic, Hindi and Urdu  
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**DECLARATION:** I am confident of my ability to work in a team and give the best to the company according to my knowledge and capabilities. I hereby declare that all the details given above are true to best of my knowledge.