



Mohammad Ahmad

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Result-driven professional with a verifiable track record, targeting assignments in

Purchase Operations | Procurement Operations | Contract Management



CORE COMPETENCIES:

Purchase/Procurement Operations

Strategic Planning

Contracts Management

Cost Control

Vendor Management

Export & Import Operations

Logistics/Warehouse Operations

Stock/Inventory Management

Liaison & Coordination

Team Management



ACADEMIC DETAILS:

- **MBA (Marketing)** from N.C.B.A, Lahore in 1997
- **B.A.** from Punjab University, Lahore in 1991



CERTIFICATIONS:

- CTLP (Certified Trade & Logistics Professional) from Dubai World, Dubai - UAE in 2012
- CPP from Blue Ocean Academy, Dubai - UAE in 2012
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IT SKILLS:

- Windows, MS-Office, SAP (ERP)



PROFILE SUMMARY

- A goal-oriented professional with **nearly 15 years** of UAE experience
- Excels in **developing and implementing key strategies** for the purchase of materials from sources; achieving cost reduction in procurement and packaging
- Excellence in **receiving indent, floating inquiry, quotation, negotiation, taking approval and placing order**
- Steered efforts in **organizing, implementing purchasing and contract management instructions**, policies, and procedures; preparing reports of inward / outward logistics with a view to appraise top management
- Spearheaded **complete purchase cycle** at **Ruwais Adnoc Project** and expedite the materials & services from source to final delivery
- In-depth knowledge of **export control regulations and import procedures in Middle East**
- Resourceful in **finalizing the specifications of materials, establishing quality & quantity limits** for effective inventory control and reducing wastages
- Skilled in **planning and monitoring warehouse operations** of receipt, storage, return of unused stock, inventory control and monitoring inbound/outbound logistics
- Successfully **managed procure materials and services** of various projects **onshore & offshore in oil and gas sector.**



ORGANIZATIONAL EXPERIENCE

Aug'11 – Dec'18 with Gastech International FZCO, Dubai

Procurement & Logistics Coordinator

Jan'09 – Aug'11 with Mushrif National Construction LLC, Abu Dhabi

Procurement Specialist

Apr'07 – May'08 with Kentech International Limited, Abu Dhabi

Purchase Supervisor

Apr'04 – Mar'07 with Awan Shipping Services, Dubai

Admin cum Purchaser

Key Result Areas:

- Administering procurement of materials, equipment and services for the successful completion of all projects and also for the daily operation of the business
- Identifying & developing potential vendors / suppliers for achieving cost effectiveness; assessing performance of the vendors



PERSONAL DETAILS:

Languages Known:

English, Urdu, Hindi & Punjabi

Address:

Dubai-UAE

Marital Status:

Married

Nationality:

Pakistan

Driving License:

Light Vehicle - UAE

based on their competitiveness, reaction capabilities

- Preparing request for price quote; reviewing procurement volumes by vendor & product class / type thereby identifying areas for rate / frame contracts and finalizing the same
- Arrange (TPI) inspections before dispatch the consignments and processing orders to ensure quick & correct logistics operations for timely completion of the delivery target
- Monitoring and tracking the flow of goods into the warehouse
- Forecasting required materials developing key procurement schedules for commodities as per all contractual needs
- Tracking the inventory & other critical items in store by conducting Vital-Essential-Desirable (VED) analysis (through identification & traceability of materials) and informing the same to senior management
- Assessing the performance of vendors on the basis of quality improvement percentage, payments, pending orders & credit; negotiating with them to procure essential materials at reasonable price & quality for business consolidation
- Receiving RFQ, analyzing offers technically, commercially and prepared the Bid Evaluation for Project Director & Managing Director Approval
- Arranging material submittals requisitions for QA/QC Department to submit MAR for taking materials approval with client
- Submitting PMR & PO material status report and Critical Payments Schedule to Project Manager, Project Director & Project Operations; approving PMR's punched in SAP (ERP) WBS element, activity wise
- Supervising logistic operations, Sea freights & inland transportation upto fabrication facility. Coordinating with Custom House Agents, C&F Agents and other external agencies for ensuring timely clearances and cost effective transport solutions. Negotiating with transporters, shippers, etc. to ensure seamless and cost-effective movement of consignment
- Taking materials from suppliers and arrange transportation to deliver the material along with GRN at ASAB site; preparing PO index reconciliation spread sheet & material status report, forward to Project Manager and Commercial Manager twice in a week
- Creating purchase order tracking report to check the status of any purchase order and complete control of all purchase orders.



PREVIOUS EXPERIENCE

Feb'98 - Aug'03 with Computerage Services & Technologies, Pakistan

Sr. Marketing Executive

Aug'93 - Dec'94 with Sager Electrical & Mechanical Co. Ltd., Saudi Arabia

Project Secretary