

Zohaib Ahmed Siddiqui (CPPM & CCP certified)

JEDDAH, SAUDI ARABIA

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OBJECTIVE

Highly talented and professional procurement specialist. Familiar with leading a department and hold 5 years' experience in Purchasing and administrative tasks. Excellent leadership and management skills. A candidate who prioritizes strong communication to eliminate the possibility of errors due to miscommunication. Extensive experience completing administrative tasks and maintain organized approach to procurement. Incorporate evaluation and analysis to identify beneficial investments.

PROFESSIONAL EXPERIENCE

May 2017 to date

Airborne Product Support, Jeddah, Saudi Arabia

JOB TITLE: Procurement Specialist

- ❖ Data entry for spare parts & repairs (part numbers & national stock numbers (NSN))
- ❖ Investigate the market and perform research to identify whether a potential acquisition is feasible and beneficial.
- ❖ Obtaining supplier quotations for spare parts & finding repair sources
- ❖ Pre-qualification of Vendors
- ❖ Follow up with suppliers for quotation, evaluation and comparison of quotations for work order.
- ❖ Preparing the procurement plan, identifying long-lead items and listing the same for action
- ❖ Coordinating and Negotiating with manufacturers (OEM), distributors and suppliers for prices & payment terms
- ❖ Coordinate with finance department for payment issues and issuing Purchase Orders as required.
- ❖ Review parts orders, ensure supply is met, and consider the manufacturing process.
- ❖ Responsible for expediting material delivery after PO placement, modifying and monitoring delivery schedules as per client requirements.
- ❖ Participation in new bids for sources and pricing
- ❖ Lead acquisitions department, managing entire staff and delegating tasks.

July 2016 to May 2017

Axis Interior, Jeddah, Saudi Arabia

JOB TITLE: Procurement Manager Assistant

Major Responsibilities

- ❖ Assisted the procurement Manager in all functions.
- ❖ Retrieved records and specific documents quickly upon request.
- ❖ Relayed information from the procurement Manager to all acquisitions staff accurately.
- ❖ Forecast, review, plan and schedule the project material requirements.
- ❖ Preparing Procurement status report (PSR), Subcontractor's status report (SSR) and Submittal approval status report (SASR).
- ❖ Rolling out Request for Quotation (RFQ) based on information received from the CFD department.
- ❖ Maintaining a database for all suppliers and subcontractors and updating RFQ's Log

June 2012 to March 2016
Euro Design, Jeddah, Saudi Arabia
Document Controller/Assistant Logistic Manager

Major Responsibilities

- ❖ Estimate system requirements in coordination with clients, management, vendors and staff.
- ❖ Perform operational & logistic activities like as follow up with the suppliers for best price offers, specification technical sheets & delivery on time at site.
- ❖ Oversee receipt of emails and ftp files and provide document control services.
- ❖ Prepare letters and send emails to engineers and clients as an internal and external coordination.
- ❖ Checking dispatch documents are accurate.
- ❖ Supervise track and issue documents and ensure documentation remains within regulations.
- ❖ Coordinate with clients on provision and revision of documentation.
- ❖ Record documents on computer according to file index.
- ❖ Assess and transmit documents through pdf and zip files.
- ❖ Maintaining share drive on daily basis
- ❖ Documents Processing for departments.
- ❖ Follow ups the requests which submitted by departments
- ❖ Executes additional administration tasks at the request of the supply/logistics officer.

- **King Abdullah University of Science and Technology (KAUST), Thuwal, Saudi Arabia**
(IT Service Desk Technician) (From Aug 2009 to May2012)

Major Responsibilities:

- ❖ Responding to customer requests for support issues via telephone, email and walk-ins
- ❖ Providing accurate solutions to user problems in Windows / Mac OS environment
- ❖ Assisting in the resolution of user and support issues to ensure timely distribution of knowledge and positive impact on user satisfaction
- ❖ Researching and resolving issues in a timely manner in accordance with standards
- ❖ Escalating problems to Service Desk Specialist or 2nd line support, based on established guidelines and procedures
- ❖ Logging new tickets and racking unresolved queries on HP Service Manager
- ❖ Providing 24/7 technical support on a shift pattern

- **Royal Bank of Scotland (RBS), Dubai, United Arab Emirates (Customer Services Officer)**
(From May 2008 to March 2009)

Major Responsibilities:

- ❖ To give the card member information related to their credit card. Explain them their transactions details on the statement if they have any queries related to their purchases
- ❖ Call the cardholders to sell the products of the credit card to the customers and offer them different promotions on the credit card to make sure that they use the card on a regular basis
- ❖ To prepare MI's for the team and monitor their performance and sending the reports to the line manager
- ❖ Communicating the necessary information required by the card holders and informing them about the various ongoing promotions and the benefits available on the credit card
- ❖ Performs clerical functions incidental to account activity

KEY SKILLS AND COMPETENCIES

- ❖ Strong IT, database and communication skills.
- ❖ Excellent interpersonal skills and a professional telephone manner.
- ❖ Utilizing a range of office software, including email, spreadsheets and databases.
- ❖ A comprehensive understanding of health and safety regulations.
- ❖ Ability to evaluate, prioritize, organize and delegate work schedules.
- ❖ Proven decision-making skills.
- ❖ Able to react quickly and effectively when dealing with challenging situations.
- ❖ Assisting departments with queries on documentation requirements & submissions

EDUCATION

- ❖ **Bachelor of Commerce, 2005 – (Premiere College of Commerce, Karachi, Pakistan)**
University of Karachi, Karachi, Pakistan
- ❖ **Certified Purchasing Profession Management**
- ❖ **Certified Purchasing Professional**

Personal Details

Date of Birth : 29th Sep, 1982
Religion : Islam
Marital Status : Married
Visa Status : Transferable Iqama
Driving license : Valid

Contact Information

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