

MUHAMMED RAHEES P A

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PROFESSIONAL SUMMARY

A highly motivated and detail-oriented professional with a strong foundation in management, organization, and problem-solving. With proven expertise in handling various responsibilities efficiently, I am adept at improving workflows, streamlining processes, and contributing to the overall success of the organization. I possess excellent communication and collaboration skills, enabling me to work effectively within teams and cross-functional departments. My goal is to contribute meaningfully to a forward-thinking organization while continuing to enhance my skills and grow professionally.

WORK EXPERIENCE

Purchase Executive

U Mart

2023 – 2024

- Monitor stock levels and identify purchasing needs.
- Track orders and ensure timely delivery.
- Involved in Procure-to-pay (P2P) processes for Purchase Requisition, purchase order, goods receipt and invoicing.
- Inventory management – Transfer (Plant to Plant, Storage location to Storage location).
- Data entry – Managed Purchasing data and generated basic reports for analysis.

ROLES AND RESPONSIBILITIES.

- Setting up the Organizational structure standard like defining and assigning plants, storage locations and purchasing organizations.
- Setting up the entire purchasing cycle with purchase requisition, purchase order with contracts and scheduling agreements for transactions processing as per the business requirements.
- Setting up the pricing procedure by defining the conditions types and access sequence.
- Planning and Procurement of components.
- Negotiating with vendors for obtaining the best quality at the best prices thus ensuring best buy.
- Vendor Development for Alternate Source of Supply for Raw Materials.
- Inventory Management.
- Preparation of RFQ, Maintain and Compare Quotations.

SKILLS IN SOURCING AND PROCUREMENT (SAP MM)

- **Procurement Process Knowledge:** Strong understanding of the end-to-end procurement process, including purchase requisitions, RFQs, supplier negotiation, purchase order creation, goods receipt, and invoice verification, utilizing SAP MM to streamline these activities.
- **Master Data Management:** maintaining accurate vendor and material master records in SAP MM, ensuring data integrity for efficient procurement operations and decision-making.

- **Procurement of Stock and Consumable Materials:** Handling the procurement of both stock and consumable materials using SAP MM. This includes creating purchase orders, referencing RFQs, managing purchasing info records, material valuation, and tracking delivery costs.
- **Inventory Management:** Knowledgeable in monitoring stock levels, recording stock movements, and performing physical inventory counting in SAP MM. Proficient in stock valuation, inventory reconciliation, and cycle counting to maintain accurate and up-to-date inventory records.
- **Sourcing and Vendor Selection:** Familiar with SAP MM tools for vendor evaluation, supplier quotation comparison, and maintaining supplier relationships. Skilled in supplier performance monitoring to ensure compliance with procurement standards.
- **Purchase Order Management in SAP:** Proficient in creating and managing various types of purchase orders (standard, consignment, subcontracting) in SAP MM, ensuring adherence to company policies and tracking timely deliveries.
- **Procurement Reporting and Analysis:** Skilled in generating procurement reports using SAP MM to analyze purchasing trends, monitor stock levels, and support management decision-making.
- **Contract and Agreement Management:** Knowledgeable in handling contracts and outline agreements such as quantity and value contracts in SAP MM. Capable of tracking contract validity, consumption, and compliance.
- **Logistics and Supply Chain Coordination:** Understanding of integrating procurement with logistics processes in SAP MM to ensure smooth supply chain operations, tracking material movements, and managing inbound logistics.
- **Compliance with Procurement Standards:** Awareness of procurement compliance policies and procedures, ensuring that all sourcing, contracting, and purchasing activities in SAP MM adhere to company guidelines and supplier agreements.

SKILLS

- Strong Communication Skills.
- Excellent Time Management.
- Leadership and Team Collaboration.
- Maintenance of Good Co-worker Relationships.
- Microsoft Office Suite (Excel, Word, PowerPoint).
- Quick Learner with the Ability to Adapt to New Technologies.
- Effective Problem Solving and Decision Making.
- Attention to Detail and Organizational Skill.

EDUCATION

Bachelor of Technology in Computer Science and Engineering
APJ Abdul Kalam Technological University | 2019 – 2023

SAP Certified Application Associate Material Management With SAP S/4 HANA
Certified -2024

LANGUAGES

- English
- Hindi
- Malayalam