

Abdul Faruqh Mohammad

United Arab Emirates

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Objective:

Dynamic and results-oriented Procurement Officer with 4+ years of experience in strategic sourcing, contract negotiation, and supplier management. Proven track record of optimizing procurement processes to achieve cost savings and improve operational efficiency. Seeking to leverage expertise in procurement and supply chain management to drive strategic initiatives and contribute to the success of a forward-thinking organization.

Professional Experience:

Procurement Officer- Sharjah Cooperative Society, Sharjah, UAE- June 2023 – Present

Procurement Executive- Genpact India Pvt Ltd, India, Nov 2021- May 2023

Procurement Assistant- Accenture, India, Oct 2019- Sep 2021

Roles & Responsibilities:

- Develop and implement procurement strategies to support organizational goals, ensuring alignment with budgetary requirements and quality standards.
- Conduct market research and analysis to identify potential suppliers, assess their capabilities, and negotiate favorable terms and pricing agreements.
- Manage the end-to-end procurement process, including vendor selection, contract negotiation, and supplier performance evaluation.
- Collaborate with cross-functional teams to understand departmental needs and requirements, and provide strategic procurement guidance.
- Streamline procurement operations by implementing process improvements, automation tools, and vendor management systems.
- Monitor supplier performance and compliance with contractual agreements, addressing any issues or discrepancies as needed.
- Drive cost reduction initiatives through competitive bidding, supplier consolidation, and value engineering efforts.
- Maintain accurate procurement records, including contracts, purchase orders, and supplier communications, to ensure compliance with audit and regulatory requirements.
- Assisted procurement team in sourcing suppliers, obtaining quotes, and negotiating contracts for goods and services.
- Managed procurement documentation, including purchase orders, invoices, and supplier agreements, to ensure accuracy and compliance.

- Conducted supplier evaluations and performance reviews to assess quality, delivery, and cost-effectiveness.
- Supported inventory management activities, including stock replenishment, inventory tracking, and cycle counting.
- Liaised with internal stakeholders and external vendors to resolve procurement-related issues and ensure timely delivery of goods and services.
- Contributed to the development and implementation of procurement policies, procedures, and best practices.

Education:

Bachelor of Engineering (B.E) in Electronics & Communication Engineering

Osmania University, Hyderabad India (UAE ATTESTED DEGREE) 2016

Skills:

- Procurement Strategy
- Contract Negotiation
- Supplier Management
- Market Research
- Process Improvement
- Cost Reduction
- Vendor Evaluation
- Inventory Management
- Cross-functional Collaboration
- Communication Skills
- Microsoft Excel
- Microsoft Office 365
- BDA Management
- Merchandiser & Sales Badging
- Scanning and Saving Documents for Audit
- Splitting of Deduction Documents
- Merchandiser Uniform Management
- Vendor Deduction Management
- SAP- System Application and Products

Declaration:

I declare that the details furnished above are true and best of my knowledge.
