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SKILLS

- Sourcing
- Negotiation
- Relationship Management
- E-Procurement
- Incoterms – 2020
- ERP – MS Dynamics
- MS Office

LANGUAGES

- English - Fluent
- Hindi - Fluent
- Malayalam - Native

PERSONAL INFORMATION

Date of Birth: 09-06-1996

Nationality: Indian

Marital Status: Single

Visa Status: Employment Visa

Passport Number: U6414124

Date of Expiry: 04-02-2030

MOHAMMED HAFZIN

PROCUREMENT PROFESSIONAL (CIPP)

Organized and Goal driven Procurement Professional having expertise in Sourcing, Negotiation and Supplier Management. Seeking an opportunity in an esteemed organization to utilize my skills and abilities to improve my knowledge and to be a part of a team that elevates the value of the organization to a higher notch.

WORK EXPERIENCE

Group Procurement Officer

AASA MIDDLE EAST CONTRACTING Dubai, U.A.E

(June 2021 – Present)

Responsibilities

- Implementing Centralized Procurement Policy in the business entities of the group.
- Operating the ERP software, preparing Purchase Orders, updating the system entries and monitoring the Inventory.
- Negotiating for the right price and maintaining an Integrative relationship with the potential suppliers benefiting with the Margin of Scale.
- Evaluating the supplier performance and implementing Supplier Relationship Management (SRM) to increase the efficiency.
- Implementing E-Procurement in the business entities, promoting paperless transactions and eliminating possible petty cash spending.
- Liaising with the finance and logistics departments in order to stream line the procurement operations.

Responsibilities

- Conducting product research and sourcing for potential suppliers and vendors locally and internationally.
- Using procurement software and tools to streamline procurement processes.
- Preparing and processing purchase orders.
- Monitoring and managing inventory levels to avoid overstocking or stockouts.

- Floating enquiries to the concerned suppliers and vendors and generating quotations and proposals.
- Handling tenders and request for proposals (RFP) from private and public sector entities inside the UAE.
- Negotiating with the suppliers for a fair business.
- Evaluating the suppliers and maintaining optimum output for the organization.
- Inspecting the quality of the items received and ensuring that it is in line with requirement.
- Managed procurement risks by identifying potential issues and developing mitigation strategies.
- Worked closely with internal departments to understand their procurement needs.
- Used procurement software and tools to streamline procurement processes.

EDUCATION

Bachelor's Degree in Computer Application (BCA)

GLOCAL University Saharanpur Delhi, India
(2015–2018)

6.5 CGPA

Computer Science

CHSS Chendrappini Kerala, India
(2014–2015)

CERTIFICATIONS

Certified International Procurement Professional (CIPP)

Completed through Online - Coursera (June 2022)

DECLARATION

I do hereby declare that the particulars of information and facts stated herein above are true, correct and complete to the best of my knowledge and belief.

MOHAMED HAFZIN