

# CURRICULUM VITAE

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## PERSONAL STATEMENT

Working as **Procurement Executive** from 2017 to 2023 with over **7 years'** experience and knowledge in the field of contracting & trading for procurement goods & materials, placing purchase orders, sending enquiries to manufacturers & suppliers, Negotiation with manufacturers, comparison of prices with different manufacturers.

## OBJECTIVE

To secure a challenging position where I can effectively contribute and improve my skills in the role of a **PROCUREMENT EXECUTIVE** that will permit to amplify my contribution towards the success of the organization.

## EDUCATIONAL QUALIFICATIONS

- Master's in business administration in **Finance and Marketing**.
- Bachelors of commerce in **B. Com computers**.
- BIE Intermediate in **Civics, Economics & Commerce**.
- S.S.C – **Board of Secondary Education**.

## TECHNICAL SKILLS:

- Procuring all types of materials.
- MS- Office (Word, PowerPoint, Excel, Publisher, Outlook).
- Typing speed 30 WPM.

## EXPERIENCE IN HAND:

### COMPANY: Uber Project Lighting Pvt Ltd

- **Duration** : May 2023 – Present
- **Position** : Procurement Executive
- **Location** : Jubilee Hills – Hyderabad.

### Job Responsibilities:

- Listing new items
- As per the design team and Architect team request in form of bill of quantity I have to make a proposal in different brands with different comparison proposals and forwarding to clients.
- After they acceptance of proposal, requesting for advance payment as per the terms and conditions.
- Forwarding purchase order to our supplier by taking the time line from client and following up with supplier continuously to receive products on time.
- Following up with accounts receivable and accounts payable department for clients and vendors payments as per the terms and conditions.

### COMPANY: Aveli Retail & Trade Services Pvt Ltd.

- **Duration** : June 2022 – May 2023
- **Position** : Procurement Executive
- **Location** : Somajiguda – Hyderabad.

### **Job Responsibilities:**

- Works with Procurement Unit Head on selecting suppliers for prequalification as per tender materials specifications.
- **Procuring the materials in all fields as per requirement in tenders(Medical, Food grains, IT materials, Medical surgical, Equipment's & Consumables, Mechanical products, Textiles, Hand Tools, Printing Books, Electrical products & Stainless Steel.**
- Online searching of tender's states wise as per company product portfolio through different e procurement portals.
- Filling up required Annexures and form as per tender requirements, financial and technical in coordination with concerned departments.
- Develop and maintain relationship with consultants.
- Maintain an in-depth knowledge of the company's products and methodologies.
- Maintaining the track record for tenders.
- Coordinating with the project manager for completing the procurement schedule.
- Searching for new Manufacturers & suppliers as per the requirements.
- Coordinates with the Estimation Unit in sending RFQ's to suppliers, obtaining quotations, preparing comparison sheets, and preparing material files.
- Checking all material technical specifications against requested materials prior to approvals.
- Negotiated Supplier payment terms and contract conditions to meet aggressive production and cost requirements.
- Ordering & Making international trading with suppliers as per the requirements.
- Tracks, traces, and updates the status of incoming shipments for materials.
- Preparing Purchase Orders and Sub-Contract Agreement as per approved submittal and material service request sent by the site.
- Completes the Purchase Order's attachment, comparison sheet, and material files for Procurement Unit Head's review
- Coordinates with Finance for the proper management of accounts receivables and payable.
- Developed controls and systems to assure results of purchased products meet supplier quality performance.
- Maintains partnerships with whole supply chain to drive regular performance reviews against quality, cost and delivery.
- Maintaining ongoing communication with suppliers to promote workflow and respond to inquiries.
- Carefully read and interpreted requisition orders to understand specialized terms and requirements.

### **COMPANY: UNIVERSAL COLD STORE COMPANY PRIVATE LIMITED**

- **Duration** : Feb 2017 – Jun 2022
- **Position** : Global Procurement Executive
- **Location** : Dammam – Saudi Arabia

#### **➤ Job Responsibilities:**

- Works with Procurement Unit Head on selecting suppliers for prequalification.
- Coordinating with the project manager for completing the procurement schedule.
- Searching for new suppliers as per the requirements.
- Coordinates with the Estimation Unit in sending RFQ's to suppliers, obtaining quotations, preparing comparison sheets, and preparing material files.
- Checking all material technical specifications against requested materials prior to approvals.
- Negotiated Supplier payment terms and contract conditions to meet aggressive production and cost requirements.
- Ordering & Making international trading with suppliers as per the requirements.

- Tracks, traces, and updates the status of incoming shipments for materials.
- Coordinating with the Order Takers Department what is the stock availability according to that, immediately planning for procuring the materials.
- Preparing Purchase Orders and Sub-Contract Agreement as per approved.
- Completes the Purchase Order's attachment, comparison sheet, and material files for Procurement Unit Head's review
- Coordinates with Finance for the proper management of accounts receivables and payable.
- Developed controls and systems to assure results of purchased products meet supplier quality performance.
- Maintains partnerships with whole supply chain to drive regular performance reviews against quality, cost and delivery.
- Maintaining ongoing communication with suppliers to promote workflow and respond to inquiries.
- Carefully read and interpreted requisition orders to understand specialized terms and requirements.
- Opening letter of credit (LC) in bank.
- Tracking documents from suppliers.
- Rechecking all shipment supporting documents, health – insurance – bill of lading – conformity – lab test – analyzing certificate.
- Tracking ordered containers continuously with different shipping line. Knowing correct ETD & ETA.
- Listing new sku's with their unique code.

#### **PERSONAL PROFILE**

Father' Name	: Late Mohammed Ibrahim
D.O.B & Age	: 08.02.1989
Marital Status	: Married
Religion	: Islam
Nationality	: Indian
Languages Known	: English, Hindi, and Urdu.

#### **DECLARATION**

I hereby certify that the above furnished information is correct and complete to the best of my knowledge and belief

(Mohammed Jameel)

Hyderabad - India