

# MOOSA MIRSHAD

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## Professional Summary

Dynamic Procurement Officer with a proven track record at Dar Al Ahlam Raddahn LLC, adept in supplier relationship management and price negotiation. Excelled in reducing costs and enhancing supplier partnerships, securing optimal terms and contributing to significant procurement efficiencies. Demonstrates exceptional communication skills and a strategic approach to purchasing, ensuring substantial savings and improved vendor relations.

## Skills

- Supplier Relationship Management
- Purchasing strategy
- E-procurement Systems
- Document Preparation
- Multitasking Abilities
- Materials purchasing
- Vendor Relationship Management
- Excellent Communication
- Price Negotiation

## Work History

**Procurement Officer**, 03/2020 to 06/2024

**Dar Al Ahlam Raddahn LLC** – Muscat , Sultanate Of Oman

- Built relationships with vendors to negotiate ideal terms for purchases.
- Maintained detailed records of all procurement activities for reference purposes as well as for auditing and compliance.
- Improved supplier relationships through regular communication, timely payments, and transparent dealings.
- Reduced costs with meticulous supplier negotiation and strict adherence to budget constraints.
- Achieved cost savings by conducting thorough market research before initiating the purchasing process.
- Set up and negotiated contracts to obtain favorable pricing and delivery structures.
- Procured materials for squadron maintenance and repair services.
- Negotiate contracts with vendors, securing best prices and terms for materials, equipment and services.
- Managed database of vendor details and pricing information to maintain organization.
- Implemented policies and procedures for optimal purchasing methods and cost control.

- Prepared detailed purchase requisitions and documentation for approval by senior management, expediting the procurement process while maintaining transparency throughout all stages of decisionmaking.

#### **Procurement Coordinator, 11/2018 to 10/2020**

##### **Al Afradh Spring Trading LLC – Sohar . Sultanate Of Oman**

- Collaborated with cross-functional teams to ensure timely delivery of products and services, meeting project deadlines.
- Negotiated favorable supplier contracts for improved product quality and cost savings.
- Developed strong relationships with key suppliers, enabling faster response times and better pricing options.
- Managed inventory levels effectively to minimize stockouts and optimize warehouse space utilization.
- Achieved cost reductions by identifying opportunities for bulk purchases, negotiating discounts, or reevaluating existing supplier contracts.
- Built relationships with vendors to negotiate ideal terms for purchases.
- Developed and strengthened supplier relationships.
- Set up and negotiated contracts to obtain favorable pricing and delivery structures.
- Procured materials for squadron maintenance and repair services.
- Negotiate contracts with vendors, securing best prices and terms for materials, equipment and services.

#### **Sales Executive, 10/2016 to 09/2018**

##### **Sundex Trading LLC – Muscat ,Sultanate Of Oman**

- Achieved sales goals and service targets by cultivating and securing new customer relationships.
- Researched sales opportunities and possible leads to exceed sales goals and increase profits.
- Boosted sales revenue by cultivating strong client relationships and implementing effective sales strategies.
- Analyzed sales data regularly to monitor progress towards goals and make necessary adjustments to strategy as needed.
- Reduced operational costs by identifying inefficiencies in sales process and implementing corrective measures.
- Built customer loyalty and retention by delivering excellent shopping experiences.
- Recommended complementary purchases to customers, increasing revenue.
- Delivered energetic responses to customers in-store and by telephone, going above and beyond to serve needs.

## **Education**

**Science** : Higher Education , 03/2014  
**Star Education Trust** - Mangalore , Karnataka

- Member of Student Organization
- Elected Captain of Football team

**CBSE**: Secondary Education, 03/2012  
**Kunil Education Trust** - Kasaragod , Kerala

- Member of school Organization
- Elected Captain of yellow team

**Languages**

**Arabic:**  
  
Intermediate (B1)

**Hindi:**  
  
Advanced (C1)

**Tamil:**  
  
Advanced (C1)

**English:**  
  
Advanced (C1)

**Malayalam:**  
  
Advanced (C1)