

Noor Muhammed

Procurement Officer

+971 56 798 1926

noormuhd5051@gmail.com

Abu Dhabi United Arab Emirates

Dear Hiring Manager,

Good Morning!

As a young, motivated individual I am extremely interested in submitting an application in your esteemed organization for the upcoming vacancy that suits my qualification and experience in hand.

I have attached my resume highlighting my academic and professional skills. I can be contacted at all times on the details provided and looking forward to hearing from you at the earliest to speak together in-person.

Regards,

Noor Muhammed

Mob: +971 567981926 UAE)



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OBJECTIVE

To succeed in the way of marketing and any other market connected field that which constant learning and contribution to an organization, provides a challenging work environment and allows me to grow professionally and as an individual.

EXPERIENCE

5th FEB-2020

30th APR-2024

• Procurement Officer / Store In Charge

Aqua Dynamic Electromechanical LLC Job Description

Job Description & Responsibilities:

- Responsible of sourcing the product requirements for various at best price, quality and in time.
- Sourcing new suppliers and different option of products, brands etc.
- Negotiate the prices with suppliers and ensure that quality, price and services are up to the standard required by the company and available at the right time.
- Responsible for ensuring that company policies and procedures are followed in the Procurement department. Carry out the work allocated from time to time and instructions given by Procurement Manager/General Manager
- Agree the service standard of procurement department with the users and exceed the service standard.
- Process purchase requisitions / order within purchasing authority
- Prepare and maintain purchasing records, reports and price lists
- Develop and maintain constructive and cooperative working relationships with colleagues and management
- Receive material requisition from Projects Manager / Procurement Manager approval, check and coordinate with our engineer in Estimation Department for materials requested review if the price matches with Estimation budget
- Prepare a comparison sheet with minimum three to five suppliers quotes
- Negotiating best purchasing package in terms of quality, price, terms of payment, deliveries and services with suppliers
- Responsible for the preparation and process Local Purchase Order using (ERP) system and documents in accordance with company policies and procedures
- Coordinate with accounts for cash and cheque preparation for the suppliers
- Monitoring and co-ordinate deliveries of items between suppliers to ensure that all items are delivered to site/store on time
- Filing documents such as Materials Requisition, Local Purchase Order, Delivery Notes, Quotation.
- Input material requisition and local purchase order to ensure data is up to date and accurate by using Microsoft Excel
- Determines the quantities of stock needed to replenish departments' supplies.
- Fills requisitions from stock in the storage area.
- Fills work orders, requests for materials, tools, or stock items and distributes to procurement clerks to be processed properly.
- Records amounts and when the applicable condition of materials or items received or distributed.

2018 - 2019

• **Sales Executive**

Nikshan Electronics, Kannur, Kerala

Job Description & Responsibilities:

- Actively engage in sales activities to promote products or services.
- Build and maintain positive relationships with customers.
- Safely operate company vehicles to transport goods or products to customers.
- Follow established routes and schedules for timely deliveries.
- Receive and process customer orders accurately.
- Coordinate with the warehouse or logistics team for stock replenishment.
- Prepare and maintain accurate records of sales transactions.
- Address customer inquiries and resolve issues promptly.
- Effectively communicate product details to potential customers.
- Maintain proper documentation for cash received or collected.
- Communicate effectively with the sales team, customers, and internal stakeholders.
- Maintain organized and up-to-date records of sales and deliveries.

2016 - 2017

• **Sales Executive**

Gree Air Conditioner - Bangalore, India

Job Description & Responsibilities:

- Build and maintain positive relationships with customers.
- Coordinate with the warehouse or logistics team for stock replenishment.
- Actively engage in sales activities to promote products or services.
- Effectively communicate product details to potential customers.
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- Maintain proper documentation for cash received or collected.
- Communicate effectively with the sales team, customers, and internal stakeholders.
- Maintain organized and up-to-date records of sales and deliveries.

EDUCATION

- MBA (Master of Business Administration) Marketing from Bangalore.
- BBM (Bachelor of Business Management) from Kannur University
- HSE from Kerala state board
- SSLC from CBSE

SKILLS

Project Management



Technical support



Strategic Sourcing



Strong negotiation skill



Cost Reduction



Logistic Management



Communication Ability



Technical ability to work under pressure



CURRENT PROJECTS HANDLING

- CMW-20000-FM011-STP -25 Million
- CMW-20000-FM014-HVAC-6.9Million
- CMW-21000-FM034-IRRIGATION -4.4Million
- CMW-21000-FM047-STP -11Million
- CMW-21000-FM048-RO-2Million
- CMW-21000-FM049-GENERATOR MAINTENANCE-5.2 Million
- CICPA-163-GENERATOR MAINTENANCE -2.6Million
- PGC-475-STP & Water Treatment -2Million

LANGUAGES

- English
- Hindi
- Malayalam
- Tamil
- Arabic

PERSONAL DETAILS

- Date of Birth : 09/03/1993
- Marital Status : Single
- Nationality : India
- Driving license : UAE

DECLARATION

I hereby declare that the above information provided by me is true to the best of my knowledge and references will be provided as per need .

Abu Dhabi

Noor Muhammed