

Mohammed Shakeel Alam

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Procurement Manager



Career Summary

Dynamic team player with strong analytical skills, possessing thirteen years of project management, process improvement, and engineering experience, including bidding, cost estimating, procurement, scheduling, and field operations related to construction. Current role includes sourcing, supplier negotiations, supplier development, estimation for project quotation, and receiving and shipping management. Highly accomplished in consultative and interpersonal skills, with ability to build and maintain productive relationships.

Skills

- Team Leadership
- Problem Solving
- Interpersonal Skills
- Strong Work Ethic
- Oral & Written Communication
- Training & Development
- Customer Interface & Management
- Process Improvement
- Initiative
- Extensive knowledge of data management systems such as SAP and ERP Dynamic ability to quickly learn and leverage other software tools and systems
- Strong financial knowledge and ability to work with budgets
- Excellent negotiation skills, regional and market knowledge, strong interpersonal skills.
- Ability and willingness to deliver high volume, highly accurate work product in timely, organized, detailed and effective manner
- Positive team player with an ability to maintain professionalism and great customer service skills.
- Proficient in time management; the ability to organize and manage multiple priorities.
- Approachable, flexible, and adaptable to change

- Detail oriented, well organized with ability to prioritize, coordinate and simultaneously maintain multi projects.
- Excellent eye for detail and accuracy.

Work Experience

Warehouse & Procurement Manager

Flury's Confectionery (APJ Surendara Paul Group)
Delhi.

20th March 2020 to July 2022

- Works closely with project managers to ensure that materials and services are purchased at the lowest total cost from domestic and international sources to meet customer project requirements and production schedules
- Identifies sourcing risks and ensures mitigating strategies with timely and effective issue resolution
- Targets key suppliers/vendors and evaluates performance
- Develops relationships and long-term partnerships with suppliers
- Maintains supplier material selection database and conducts supplier audits as part of continuous supplier improvement program
- Manages, trains, develops, and directs activities of purchasing staff with accountability for purchasing, material sourcing and management, customer reporting, and financial budget reporting
- Ensures clear and open internal communication within procurement team
- Maintaining the stocks of material without any variance by conducting stocks verification and documentations.
- Implementing standard operating procedures within the warehouse.
- Regularizing materials receipts and ensuring the fluidity to stocks from warehouse to stores.

Purchase & Warehouse Manager

SIBCO

Riyadh Saudi Arabia

2016 to 2020

- Engaged customer interface through Business Development and Marketing
- Strategized target clients and upcoming projects
- Reported business development and marketing activities and progress status to executive leadership
- Maintained corporate public relations related to community engagement
- Managed strategic marketing communications for multiple Oil & Gas platform companies, including industry publications, advertising, search engine advertising, campaigns through targeted social media, print campaigns, trade shows, special industry events, videography, and site photography.
- Provided website development and maintenance, including website content, functionality, and performance and analytics for multiple platform companies.

Purchase & Warehouse Manager
Saudi Hydraulic Co.

Riyadh (Saudi Arabia)

2012 - 2016

- Responsible for developing and managing proposals for pipeline, crude, natural gas, midstream, and refinery projects.
- Strategized responses to Requests for Proposals
- Produced required proposal deliverables in a timely manner to meet client driven time frames
- Managed various SAP accounts
- Developed and maintained ISO 9001 process
- Pre-qualified the company for various clients
- Coordinated with lead engineers to determine appropriate man-hour estimates
- Directed and developed a cohesive, agile, and efficient proposal team

Purchase Supervisor
Faisaliya Group of Company (Al Safi Dynon Co.)
Riyadh

2002 to 2012

- Managed proposal coordination across cross-functional proposal teams; oversaw and produced content for the preparation of quotes and responses to RFPs
- Managed and coordinate cross-functional proposal teams
- Directed the layout, formatting, design, and proposal presentation, ensuring consistency with brand standards and marketing strategies while meeting customer requirements
- Developed the proposal matrix and schedule, adhering to ISO 9001 process
- Documented electronic proposal file access and tracking for security and integrity assurance
- Organized the internal flow and review of all proposals ensuring the appropriate personnel approval prior to submission
- Scheduled projects to meet owner deadlines.
- Conferred with supervisory personnel, owners, contractors, or design professionals to resolve work procedures, complaints, and construction design problems.
- Prepared contracts and negotiated revisions, changes, and additions to project scope with architects, consultants, clients, suppliers and subcontractors.
- Inspected projects for compliance with building and safety codes, or other regulations.
- Selected, contracted, scheduled, and oversaw subcontractors.
- Monitored project progress to ensure conformance to design specs
- Pro-active interest in safety matters
- Performed routine safety audits
- Monitored construction sites to ensure adherence to safety standards, building codes, and specifications.
- Evaluated construction methods and determined cost-effectiveness of work plans. Trained field superintendents to use MS Office to improve their daily work plan.

- Inspected bridges during and after construction for structural quality, general safety, and conformance to railroad specifications and codes.

Education

MBA in Finance

NIBM (National Institute of Business Management)

Chennai INDIA

2017

B.COM (Bachelor of Commerce)

Magadh University Bodh Gaya

INDIA

Personal Details

Date of Birth 10th October 1977

Nationality: Indian

Marital Status: Married

Iqama No. 2162589820

Saudi Driving License No. 2162589820

Languages

- English
- Arabic
- Hindi
- Urdu
- **Personal Strengths**
- Goal Driven Dynamic -Vibrant personality
- Strong Numerical and Analytical capability
- Listening critical thinking and decision-making skill
- Negotiation and resources optimizing skill
- Ability to manage multiple priorities
- Resourceful and well organized.