



MOHAMMAD AFZAL

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SUMMARY

Skills/Highlights:

- Proven experience in sourcing and procuring goods from local factories, traders, and suppliers.
- Skilled in managing international purchases from countries including India, Russia, China, and France.
- Adept at identifying and evaluating potential suppliers to ensure the best value.
- Strong negotiation skills for securing favorable terms, including pricing, delivery schedules, and payment terms.
- Expertise in monitoring and controlling procurement costs to achieve cost-effectiveness.
- Ensures compliance with local and international laws and regulations in the procurement process.
- Experienced in identifying cost-saving opportunities and implementing effective strategies.
- **Proficient in All Saber-related work, including PCOC and shipment certificates.**
- Skilled in determining appropriate HS Codes while considering custom duties.
- Highly organized in maintaining accurate records and documentation related to purchases and contracts.
- Prepares detailed reports on procurement activities for senior management.
- Analyzes and reports on key performance indicators (KPIs) to drive procurement efficiency.
- Develops and nurtures long-term relationships with suppliers to ensure reliable partnerships.
- Effectively distributes materials to branches, maintaining inventory control and optimizing supply chain efficiency.
- Committed to delivering procurement excellence and contributing to organizational success.

EXPERIENCE

Professional Experience: Overall 10+ Years of Experience in Procurement (Building Material Division)

Wadi Maramer Trading Group (WAMCO) | Riyadh, Saudi Arabia

Jeddah Branch – Accountant & Procurement Assistant (2014 – 2018)

- Supported procurement processes, assisted in sourcing and purchasing materials, and managed accounting tasks.

Riyadh Head Office – Procurement Assistant (2018 – 2020)

- Assisted in handling local and international purchases, supplier negotiations, and contract management.

Riyadh Head Office – Procurement Manager (2020 – Present)

- Leading procurement activities, overseeing supplier evaluations, and managing large-scale purchases from India, Russia, China, and France.
- Developed and implemented cost-saving strategies and ensured compliance with regulatory requirements.
- Built and maintained strong supplier relationships to ensure efficient supply chain operations.
- Prepared procurement reports and presented KPIs to senior management for strategic decision-making.
- Led the implementation of Saber requirements, PCOC, and shipment certifications.
- Skilled in determining appropriate HS Codes and ensuring cost-effective imports.

K.U. SIDDIQUI & CO. Designation: CA Article ship & Accountant Article Assistant (As per ICAI Guidelines)

Duration: Feb 2012 to September 2014

- Maintained Books of Accounts using Tally and Busy accounting software.
- Prepared Profit & Loss Account and Balance Sheet on Excel.
- Generated Cash Flow Statements and stock summary reports on a monthly basis.
- Monitored and reconciled inventory through Tally.
- Prepared Budget Analysis Reports and managed inventory accounting.
- Prepared and filed Income Tax Returns (ITR).
- Ensured accurate inventory accounting and monitoring.

SKILLS

- Procurement & Sourcing Skills
- Negotiation & Contract Management
- Cost Management & Financial Acumen
- Compliance & Regulatory Knowledge
- Supplier Relationship Management
- Data Analysis & Reporting
- Leadership & Team Management
- Inventory & Supply Chain Management
- Technical & Software Skills
- Problem-Solving & Decision-Making

EDUCATION

M.Com from CSJM Kanpur University, Kanpur in 2009
B. Com from University of Allahabad, Allahabad in 2007.
12th from DAV Inter College in 2004 with commerce stream.
10th from Talimuddin Inter College in 2002.With commerce stream.
CA Inter with 52% from Institute of Chartered accountants of India.
3.5 Years Article ship completed under the guidance of CA Kalim Ulla
M.No.401616

LANGUAGES

English:	C1	Hindi:	C2
Advanced		Proficient	
Urdu:	C1	Arabic:	A1
Advanced		Proficient	

HOBBIES AND INTERESTS

- Learning
- Exploring new Places
- Making Friends

DRIVING LICENCE

Driving License for India & Saudi Arabia

