

Muhammad Jawad Saleem

Al Ameer Ahmed Abdul Aziz Road Mdinat Ul Ammal, Al Khobar, Saudi Arabia

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**Professional Summary**

Dedicated procurement professional for strategic sourcing and supplier relationship management. Detail-oriented Inventory Controller for managing inventory systems and optimizing stock levels. Managing internal and external resources, ensuring that projects remain within scope, schedule, and budget.

Skills

Reliable in Project coordination, Vendor management and contract negotiations, Skilled in cross-functional team collaborations, Proficient in data analytics for decision making.

Professional Experience

Procurement Manager | Sysils Corp Arabia | Al Khobar, Saudi Arabia

August 2024 – PRESENT

- Negotiated Contracts and credit terms with potential vendors.
- Prepared of purchase order in Zoho software.
- Monitored of accounts payable aging and arranging payments to vendors accordingly
- Maintained Inventory records like vendor invoices and delivery notes.
- Evaluated vendors according to the budget of the respective project.
- Prepared procurement Cost report for projects and presented the same to management. Review,

Inventory Manager | Sysils Corp Arabia | Neom, Saudi Arabia

November 2023 – July 2024

- Managed and forecasting Inventory levels for items used in various projects of the company.
- Reconciled physical inventory with the records on regular basis.
- Maintained a safe and organized warehouse for seamless storage and movement of goods.

Project Coordinator | Sysils Corp Arabia | Amaala, Saudi Arabia

March 2022 – October 2023

- Assisted in implementation of BMS (Building Management System) for client TAMIMI.
- Carried out testing of system protocols and prepared necessary documentation for client.
- Assisted in Core integration of BMS system with Client Fire Alarm System and carried out necessary testing for Seamless Integration.

Shipment Manager | Sysils Corp Arabia | Al Khobar, Saudi Arabia

September 2021 – February 2022

- Tracked, checked, prioritized and routed Orders for all Shipments.
- Managed all important documents such as Bayan Payments, Verifying Packing Slips and customs documentation.
- Dealt with freight forwarders for seamless transportation of consignments.

Sales Representative | Abudawood Trading Company | Lahore Pakistan

July 2016–July 2020

- Analyzed customer wise sales to maximize sales and conducting market surveys for new product deployment and sales maximization.
- Established new accounts and Tracking KPI's (key performance indicators) such as active coverage, Bill productivity, Volume target achievement and product distribution.

Assistant warehouse manager | MASOOD AND COMPANY | Lahore Pakistan

May 2015–June 2016

- Conducted successful ware house visits regarding GWP (GOOD WAREHOUSE PRACTISES) and random company visits.
- Managed budget agreed upon by distributor and company on promotions and schemes and Interacting with parties regarding credit approvals and settlements.

Account opening officer | Faysal Bank Limited | Lahore Pakistan

April 2012 – April 2015

- Carried out thorough Scrutiny of customer data and genuineness of all related documents like CNIC and Business/salary proof verification namely nature of business and volume of transactions of customers' existing business.
- Authorized customer's ATM, SMS and MOBIT requests after proper screening of their signature, name and DOB and Maintaining Liaison with other departments to efficiently cater daily issues.

Tools

Zoho Books and Zoho expense software, MS Office Suite.

Education

Master of business administration | Punjab University | Lahore Pakistan

2009-2011

Bachelor of business administration | Punjab University | Lahore Pakistan

2005-2009

Faculty of Science (F.sc) Pre – Engineering | Punjab College | Lahore Pakistan

2003-2005

Matric (science) |Divisional Public School| Divisional Public School | Lahore Pakistan

2001-2003