

MOHAMMED MUNAWARUDDIN ALTAF

Procurement and Sourcing Professional

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Dynamic and results-oriented Procurement, Sourcing and Contracts Professional with over 15 years of extensive experience across diverse industries including infrastructure, facility management, EPCM, oil & gas, construction, mechanical and industrial manufacturing sectors. Proven expertise in end-to-end procurement processes, strategic sourcing, contract negotiation, vendor evaluation and project-based material management. Adept at managing direct and indirect procurement, ensuring cost optimization and maintaining compliance with procurement policies and audit standards. Demonstrates strong stakeholder engagement, ERP proficiency (SAP/Oracle) and a consistent track record of delivering value through efficient supply chain operations.

EXPERIENCE

Procurement & Contract Specialist

Nov 2025 – Present

EFSIM Facilities Management Company

- Lead end-to-end procurement operations for Hard Services and Soft Services across Facilities Management projects including MEP, Civil, HVAC, Fire Fighting & Fire Alarm Systems, OEM and maintenance related materials and service contracts, ensuring timely sourcing and cost-effective acquisition.
- Manage RFQ, RFP and RFI lifecycle activities including vendor sourcing, tender floating, technical and commercial bid evaluation, comparative analysis and recommendation.
- Conduct vendor prequalification, supplier evaluation and performance monitoring in line with procurement governance frameworks and SLA requirements.
- Drive strategic sourcing and cost optimization initiatives while maintaining quality and compliance standards.
- Develop and manage vendor relationships, ensuring SLA adherence and continuous performance improvement.
- Support contract negotiations, pricing structures, contract conditions, delivery schedule, payment terms with vendors and subcontractors to achieve favorable commercial outcomes.
- Oversee procurement documentation including purchase orders (POs), service agreements, contracts renewals, variation orders.
- Coordinated with operations, engineering, finance and project teams to ensure timely site mobilization, material availability and project execution.
- Utilize ERP and procurement system (SAP, Oracle, PACT, GEP) and MIS tools for procurement tracking, reporting and data accuracy.
- Ensure adherence to procurement policies, audit standards, contractual obligations and governance procedures.

Procurement Specialist (Contract Role)

Dec 2024 – Apr 2025

Orient Castle Contracting Company

- Executed procurement and sourcing operations for civil and MEP construction materials, subcontracted services and consumables within approved budget and delivery timelines.
- Collaborated with project engineers to compile Material Take-Offs (MTOs), prepared Request for Proposal (RFP) packages and issued inquiries to pre-qualified vendors, ensuring alignment with project procurement strategies.
- Conducted vendor sourcing, commercial negotiations and comparative bid analysis to support cost effective procurement decisions.
- Issued purchase orders (POs) through ERP system and tracked order fulfillment to ensure timely project execution.

- Maintained procurement documentation and ensured compliance with procurement procedures, contract terms and internal controls.

Procurement Specialist / Buyer

Feb 2015 – Jan 2024

Sharjah Investment & Development Authority (Shurooq)

- Led end-to-end procurement lifecycle management for high-value, cross-sector project procurement initiatives, encompassing procurement strategy development, strategic sourcing and spot buying across government and public sector entities.
- Managed procurement across diverse categories including capital projects, facility management, construction, MEP work, F&B and infrastructure related requirements, ensuring alignment with budget tracking, regulatory & compliance adherence and internal control frameworks.
- Developed and issued comprehensive RFQs, RFPs, and RFIs, administered tender management, conducted technical and commercial evaluations with bid committees to drive transparent vendor selection.
- Conducted detailed vendor evaluation & selection, vendor relationship management, and vendor cost estimation, leading to measurable cost savings initiatives, enhanced vendor compliance and efficient service order management.
- Negotiated and executed master service agreements (MSAs) and contracts with local and international vendors, incorporating contract negotiation, contract management, and enforceable SLAs and KPIs for timely delivery assurance and risk mitigation.
- Oversaw purchase requisitions (PR), purchase orders (PO) and release orders, ensuring accuracy, approval compliance and integration within procurement systems administration workflows.
- Monitored vendor performance through periodic reviews, vendor performance monitoring, audits and resolution of disputes (vendor dispute resolution) to sustain long-term procurement value.
- Created and maintained detailed procurement documentation, including tender clarifications & queries, procurement trackers, inquiry status logs and bid clarification logs, supporting audit readiness and process improvement.
- Led cross-functional coordination with Legal, Finance, Engineering and Projects teams to align procurement specifications, perform cost-benefit analysis and maintain budget & schedule alignment throughout procurement activities.

Sourcing Officer

Nov 2011 – Jul 2014

Arabian Oil & Gasfield Services LLC / Attila Dogan & Seeh Al Sarya LLC

- Appointed sourcing officer for PDO and Daleel Petroleum projects involving procurement of mechanical, electrical, civil, instrumentation and industrial materials.
- Oversaw the complete procurement process including MTO review, PR, RFQ issuance, comparative bid analysis, PO creation and logistics coordination.
- Liaised with engineering and projects department to ensure specification compliance and timely technical submittal approvals.
- Coordinate with vendors and subcontractors to ensure timely delivery and compliance with project schedules.

Purchase Executive

Apr 2006 – May 2011

Mohammed Tayyeb Khoory Group of Companies

- Procured raw materials and industrial supplies for mechanical and civil projects, aligning procurement strategies with engineering specifications and project requirements.
- Handled vendor sourcing, price negotiations, logistics arrangements, and purchase order processing activities.
- Prepared procurement reports, monitored monthly KPIs, and maintained vendor master data for procurement analytics and reporting.
- Supported inventory planning and vendor coordination to ensure uninterrupted project operations.

Sales Officer

Jul 2002 – Oct 2005

Sri Siddi Vinayaka Automobiles Ltd.

- Executed complete B2C sales operations, including lead generation, customer negotiations, order processing, and after-sales service.
- Designed and implemented marketing campaigns for new product launches and monitored brand presence through kiosks and field promotions.
- Maintained customer accounts, tracked payments, and prepared periodic sales and budget reports.

EDUCATIONS

Master of Business Administration (MBA)

Osmania University, India.

PROJECTS

- Facilities Management Projects: Hard Services Procurement, AMC Contracts, HVAC Maintenance, MEP Services, Civil Maintenance Work, Irrigation & Landscaping and Facility Operations Support.
- Infrastructure & Facility Management: Turnkey Projects, FF&E, OS&E, Fit-Out Work (MEP, Civil, Joinery), F&B, Amusement Parks Renovation & Maintenance Work, AMC Agreements, Irrigation & Landscaping, IT Services.
- Oil & Gas / EPCM Projects: Mechanical, Civil, Electrical, Instrumentation, PPE and industrial procurement for Off-Plot Delivery Contracts.
- Industrial and Manufacturing: Mechanical Fabrication, Electromechanical Works, Waste Management and Production Support Procurement.

TECHNICAL SKILLS

- ERP and Procurement Systems: SAP, Oracle, GEP, PACT, Dafater.
- Software: MS Office Suite (Excel, Word, PowerPoint)
- Procurement Tools: RFQ / RFP / RFI Management, Bid Evaluation, Procurement MIS Reporting.
- Contract Administration: SLA/KPI Tracking, Service Agreements, Contract Renewals, Variation Orders.
- Procurement Operations: Bid Evaluation, Vendor Management, Cost Benchmarking, Procurement Analytics, INCOTERMS.

SKILLS

ERP Systems (SAP, Oracle, GEP, PACT, Dafater, etc.), Purchase Order Management, Cost Reduction Strategies, Supply Chain Optimization, Budgeting & Forecasting, KPI & SLA Monitoring, Import Documentation, Material Take-Off (MTO) Evaluation, Technical & Commercial Bid Evaluation, Project Procurement (EPC/Infrastructure/Turnkey Project/Fit-Out/MEP), Audit & Compliance Support, Stakeholder Communication, Logistics & Delivery Coordination, Strategic Sourcing, Vendor Management, Contract Negotiation, Procurement Lifecycle Management, Tendering & Bidding Processes, RFQ/RFP Preparation, Market & Price Analysis.

PERSONAL DETAILS

- Marital Status: Married
- Iqama: Transferable | Indian National
- License: Valid Driving License
- Languages: English, Urdu, Telugu