



Mohammed Abdul Latheef

Procurement Engineer

✉ mohammedlatheefksa@gmail.com ☎ 00966 508140711

📍 Al Khobar , KSA 🚗 VALID , AVAILABLE , KSA 🇮🇳 INDIAN 🔗 Single

📅 29/01/1997 🌐 [linkedin.com/in/mohammed-abdul-latheef-6b355b212](https://www.linkedin.com/in/mohammed-abdul-latheef-6b355b212)

📁 PROFESSIONAL EXPERIENCE

01/2024 – present
Al Khobar, KSA

Arabian SAF facilities Management

Procurement Manager

Vendor Evaluation: Conduct assessments to identify and qualify vendors based on quality, cost, and reliability.

Request for Proposal (RFP) Creation: Draft and distribute RFPs to potential vendors, outlining the specifications and requirements for products or services needed.

Negotiation: Lead negotiations with suppliers to secure advantageous contract terms and conditions.

Compliance Monitoring: Keep procurement activities compliant with internal policies and external regulations.

Quality Assurance: Collaborate with the quality control team to ensure the purchased materials meet all necessary quality metrics.

Supplier Relationship Management: Maintain and nurture relationships with suppliers for long-term partnership and potential cost savings.

Technical Liaison: Serve as the point of contact between engineering departments and suppliers to clarify technical specifications or resolve issues.

05/2023 – 01/2024
Riyadh, KSA

Innovative Facility Management , Services (IFAS) a sister company under MBL

Procurement Engineer

- Maintain relationship with internal stakeholders of all levels, as well as external supplier relationships with key supplier personnel focused on working with the company to build a mutually beneficial supply relationship.
- Offering inquiry, collection of quotation, comparison statement preparation and proposal of ordering/purchasing.
- Handling local/overseas inquiries for centralized procurement (As per procurement plan), taking quotations and discussing for better prices with Sr. Procurement Engineer's.
- Responsible for all expediting activities after PO placement, modifying and monitoring delivery schedules as per project requirements.
- Ensure timely delivery of qualified procurement and supply chain services.
- Communication and coordination of processes across all the company functions.
- Negotiating with suppliers in close coordination for company's needs in terms of qualities, delivery and prices to have the best offer.
- Ensure the quality and quantity of the material purchased at site.
- Compare PO with invoice and make sure both documents complement each other.
- Coordinate with logistics department regarding Material Pickup and returns to vendors.

04/2021 – 03/2023
JEDDAH, KSA

American Safety Arabia Trading Company

Procurement Officer

- Locating key suppliers.
- Negotiating the suppliers purchasing agreements.
- Comparing and extracting the best prices of articles available in the wholesale markets.
- Making sure the materials and products meet the company's specifications.

08/2019 – 01/2021
Hyderabad, India

- Attention to product specifications.

SN Constructions

Safety Officer

- Assessing risk and possible safety hazards of all aspects of operations.
- Ordering repairs for unsafe and/or damaged equipment.
- Focusing on prevention by keeping up with equipment maintenance and employee training.
- Continuous inspection of project sites, to ensure a hazard free environment.
- Promoting safe practices on site.

EDUCATION

05/2017 – 06/2021
Kerala, India

Bachelor's Degree (Mechanical Engineering),
Mangalam College Of Engineering

2022 – 2022

LEGAL EDUCATION ON INTERNATIONAL LABOUR STANDARDS
International Training Centre. (ITC)

2021 – 2021

Certification in "Introduction to design thinking and people centered design.
ALISON

2021 – 2021

Project based training program on "CNC Machine using Arduino"
SKYFI labs

2021 – 2021

Management and facilitation of an After Action Review (AAR),
World Health Organization (WHO)

2021 – 2021

Accident Investigation
Oregon OSHA Public Education. (Online)

03/2016 – 03/2017
TAIF, KSA

Senior Secondary School
International Indian School

2012 – 2013
TAIF, KSA

Higher Secondary School
International Indian School

Diploma in Fire and Constructional Safety Management

Certified in MEP and HVAC

SKILLS

- | | | |
|-------------------------|---------------------------|----------------------|
| • Engineering Knowledge | • Quality Assurance | • Cost Analysis |
| • Market Research | • Risk Management | • Negotiation Skills |
| • Communication Skills | • Relationship Management | • Project Management |
| • Financial Acumen | • Contract Management | • ERP Systems |
| • Data Analysis Tools | • Microsoft Office | • Compliance |
| • Ethical Practice | • Interpersonal Skills | • Teamwork |
| • Time Management | | |