

MOHD SURAIH

Kanpur, Uttar Pradesh, India ✉ mohdshuraih082@gmail.com | 📞 +91-7270014300 | Technical Buyer | MRP-Based Purchasing | Supply Chain Operations | SAP MM Knowledge

PROFESSIONAL SUMMARY

Detail-oriented and proactive Buyer with 5 years of experience in MRP-driven purchasing within manufacturing operations. Adept at crafting purchase orders, interpreting technical drawings, and following orders through from issuance to delivery. Skilled in SAP MM through hands-on industry experience, with strong understanding of supply chain workflows.

KEY SKILLS

• MRP-Based Purchasing & Planning • Purchase Order Creation & Tracking • Technical Drawing & BOM Interpretation • SAP MM – Hands-on Working Knowledge • RFQ/RFP & Vendor Coordination • Supply Chain & Inventory Optimization • Cost Analysis & Budgeting • ERP Systems & MS Excel

PROFESSIONAL EXPERIENCE

Technical Buyer

Alpl SeaAir Logistics, Kanpur, India June 2021 – Present

- Managed purchasing operations based on MRP demand, supporting production timelines and reducing stockouts.- Issued and tracked 500+ purchase orders with accurate drawing selection, vendor quotes, and delivery milestones.- Collaborated with engineering to validate technical specs before finalizing POs.- Maintained up-to-date SAP MM records for all procurement activities including vendor performance logs and GRNs.- Achieved 12% cost savings by negotiating volume discounts and identifying alternate sources.

Procurement Intern

Alpl SeaAir Logistics , Kanpur Jan 2021 – May 2021

- Assisted procurement team in preparing RFQs, comparing vendor quotes, and maintaining procurement files.- Supported PO tracking and material delivery follow-up.

EDUCATION

Bachelor of Science (B.Sc.)CSJM University, Kanpur — 2021

TECHNICAL TOOLS

• SAP MM – Practical industry use • MS Excel – VLOOKUP, Pivot Tables, Dashboards • ERP & Material Planning Systems • PDF Drawing Review for PO Specs • Outlook & MS Word

PROJECT HIGHLIGHTS

• Developed a supplier follow-up tracker that reduced delayed orders by 30%. • Created technical spec validation checklists for purchasing team, cutting PO revision rate by 20%.

ADDITIONAL DETAILS

• Passport: Ready • Willing to relocate (internationally or pan-India) • Available for interview and onboarding with minimal notice

REFERENCES

Available upon request