

MUMTAZ AHMAD

SUPPLY CHAIN MANAGEMENT PROFESSIONAL

** Material & Procurement Management * Vendor Management * Commercial Operations*

CONTACT

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Transferable Iqama
Valid Saudi DL

PROFILE

- An astute and result oriented leader with proven success of over **18 years in Supply Chain Management**
- Previously worked in **Sheraafoods Pvt. Ltd. –(Riyadh), Munch Bakery – (Jeddah), Roasting House Coffee (Riyadh) & International Food Co. (Lokma Istanbul Restaurant, Riyadh)** as a procurement Manager
- Expertise in material & procured management involving Planning Techno-commercial negotiations, scheduling and procurement of components, materials and services from various sources. Adept at ensuring optimum inventory level to achieve maximum cost saving without hampering the operation.

COMPETENCIES MANAGERIAL

- **Strategy planning**
- **Price Negotiation**
- **Analysis and decision-making**
- **Stakeholder Management**
- **Global Procurement**
- **Financial Acumen**

COMPETENCIES FUCTIONAL

- **Organizational Growth Initiative**
- **Material Management**
- **Procurement Expertise**
- **Inventory control**
- **Vendor Management**
- **Sourcing & Cost analysis**
- **Budgetary & Cost Reduction**
- **Documentation**
- **Coordination**
- **Commercial Operations**
- **Team Management**

EDUCATION

Indira Gandhi National Open University

1999-2001

Master of Business Administration

Aligarh Muslim University

1992-1994

Master of Arts

EXPERIENCE

Sheraa Foods Pvt. Ltd. (Riyadh) - Aug 2023 – Aug 2024
Procurement Manage

- Identify and evaluate potential suppliers and vendors based on quality, cost, reliability, and delivery capabilities.
- Develop a robust supplier base and negotiate long-term contracts to secure competitive pricing and favorable terms.
- Collaborate with higher management and other departments to create procurement strategies that align with project timelines, budgets, and quality standards.
- Ensure procurement plans are aligned with requirements, including material specifications, quantities, and delivery schedules.
- Oversee the procurement budget to ensure spending is within limits and identify areas for cost savings without compromising quality.
- Conduct market research and analysis to forecast price trends and mitigate cost risks.
- Lead negotiations for contracts with suppliers and service providers.
- Ensure that all contracts comply with legal, regulatory, and company requirements, and manage contract performance throughout the project lifecycle.
- Monitor the timely delivery of materials and services to ensure that projects stay on schedule.
- Coordinate with logistics teams to manage storage, transportation, and delivery logistics for materials.
- Ensure all materials and services procured meet required quality standards and specifications.
- Maintain compliance with local and international regulations, safety standards, and environmental guidelines in the procurement process.

Roasting House Coffee, Riyadh, Saudi Arabia**Dec 2020 – Aug 2023 (2 years 9 months)****Procurement Manager**

- Develop & implement best practice procurement principles, policies and processes.
- Provide training and development opportunities to improve the skills of team members and ensure high standards in procurement practices.
- Negotiate contracts, terms, and pricing to secure the most favorable deals for the roastery.
- Oversee the timely replenishment of inventory to avoid shortages or excess stock.
- Monitor and manage procurement budgets, ensuring that costs remain within planned financial limits.
- Analyze and assess cost-saving opportunities, while ensuring that quality and sustainability are not compromised.
- Negotiate pricing with suppliers to secure the most competitive rates and establish long-term relationships.
- Coordinate logistics and ensure timely delivery of green coffee beans and packaging materials to prevent production delays.
- Manage relationships with freight carriers and logistics partners to ensure efficient transportation and reduce costs.
- Collaborate with the sustainability team to ensure that procurement practices align with the roastery's environmental and social responsibility goals.
- Monitor supplier performance regarding quality, delivery timelines, and pricing.
- Ensure all suppliers comply with necessary certifications, food safety standards, and legal regulations.
- Work closely with the roasters to understand the specific bean requirements for different roasts and blends.

International Food Company, (Lokma Istanbul Restaurant) Riyadh.**Aug 2016 – Oct 2020 (4+years)****Procurement Manager**

- Act as the main point of contact between internal teams and external suppliers, ensuring effective communication and alignment with goals.
- Provide regular updates to management on procurement status, challenges, and opportunities.
- Address supplier performance issues, such as delays or non-compliance, and take corrective action when necessary.
- Manage inventory levels and ensure the availability of materials required for ongoing Projects.
- Implement processes for tracking and maintaining assets, ensuring proper documentation and record-keeping for procurement transactions.
- Develop and implement procurement strategies that align with organizational goals.
- Stay up to date on industry trends, new materials, and innovations to enhance procurement practices.
- Lead and mentor procurement team members, fostering a collaborative and productive work environment.
- Ensure procurement practices align with sustainability goals and the ethical sourcing of materials

Munch Bakery, Jeddah, Saudi Arabia**Jun 2010 - Aug 2016 (6+ years)****Procurement Manager**

- Developing procurement strategies that are inventive and cost-effective.
- Sourcing and engaging reliable suppliers and vendors.
- Negotiating with suppliers and vendors to secure advantageous terms.
- Reviewing existing contracts with suppliers and vendors to ensure on-going feasibility.
- Building and maintaining long-term relationships with vendors and suppliers.
- Approving purchase orders and organizing and confirming delivery of goods and services.
- Controlling the procurement budget and promoting a culture of long-term saving.
- Overseeing inventory storage, managing stock levels, and ensuring proper storage conditions for different types of products.
- Building and maintaining strong relationships with clients to ensure repeat business, satisfaction, and loyalty.
- Selecting reliable suppliers and negotiating terms and pricing for goods and services that the company distributes or uses internally.
- Conducting research to understand market trends, customer preferences, and competitive landscape, adapting strategies accordingly.

Distribution and Communication Co. Ltd (STC), Riyadh, Saudi Arabia

Apr 2005 - Jun 2010 (5+ years)

Procurement warehouse Manager

- Ensuring that goods and services are effectively distributed to customers or retailers, optimizing the supply chain for efficiency and cost-effectiveness.
- Coordinating the movement of goods from suppliers to customers, both locally and internationally, ensuring on-time delivery.
- Supplying a variety of communication tools and services, such as telecommunication devices, internet connectivity solutions, or enterprise communication platforms.
- Offering ongoing technical support and customer service to address issues with communication products or services.
- If involved in setting up communications infrastructure (e.g., broadband or telecom networks), managing the installation and setup of network systems for clients.
- Expanding the company's reach by identifying new markets, including new geographic regions, industries, or customer segments.
- Establishing and maintaining strategic partnerships with suppliers, service providers, and other businesses to improve offerings and drive growth.
- Ensuring that all distribution and communication activities comply with local, regional, and international laws and regulations, particularly regarding telecommunications, data privacy, and product safety.
- Identifying potential risks related to supply chain disruptions, communication breakdowns, or changes in regulatory environments and developing strategies to mitigate them.
- Ensuring the company operates within budget constraints while maximizing profitability through efficient distribution and communication strategies.
- Ensuring that employees are trained in the latest distribution techniques, customer service practices, and technical knowledge for communication products.
- Ensuring the company has the right personnel in place to meet operational demands, including sales, logistics, and technical support staff.
- Implementing environmentally responsible distribution practices, such as reducing waste, optimizing fuel usage for transportation, and ensuring that communication products are eco-friendly.
- Supporting local communities or environmental causes as part of the company's long-term strategic goals.

IT Forte

- **Conversant with Windows & MS Office**
- **ERP operating system**
- **QuickBooks**