

NADEEM AHMAD

RIYADH, KSA, M. +966 5454 91451, naddammam@gmail.com

TO,
THE HR MANAGER

Subject: Application for the Senior Procurement / Supply Chain Specialist

Dear Sir/Madam,

I am writing to express my strong interest for Senior Procurement job to your esteemed company. With my proven track record in strategic sourcing and supplier relationship management, I am confident I can significantly contribute to your team's success. In my earlier rolls I successfully negotiated contracts with key suppliers, resulting in a significant reduction in procurement costs while maintaining high-quality standards. I am particularly drawn to your Company Value and believe my skills in sustainable sourcing and cost optimization align perfectly with your organization's goals. I am person of believing on continues improvement which will help the organization success and myself to achieve the goal. I hope my qualification, knowledge, long experience and attitude will help to fulfill any job assignment & expectation. Thank you for your time and consideration.

Qualification: MBA, B.Com.
Transferable Iqama

I have attached my resume for your kind review.

Looking forward to receive your positive response soon.

Thanking you.

Regards
Nadeem Ahmad
+966 5454 91451

CONTACT DETAILS

M. +966 5454 91451
naddammam@gmail.com
Location: Riyadh, KSA.

ACADEMIC

**M.B.A (2 Year regular Degree)
In 2005** (VBSP University,
UP, India)

B.Com (3 year Degree) in 2002
(Allahabad University, UP, India)

DCA (1 year course) in 2002
(Ewing Christiane college,
Allahabad, India).

Certification: MCP, Power BI,
Stock Market.

IT SKILLS

MS Office 365: Word, Excel,
PowerPoint, Outlook,
Spreadsheets: Excel, Google
Sheets, proficiency with pivot
tables, vlookups formulas etc,
Communication Tools: Microsoft
Teams, Zoom, Google Meet
Internet Applications
ERP Software: FOX ERP,
SAP Business One, Tally ERP,

SOFT SKILLS

Strong Communicator
Adaptability & Flexibility
Team Work
Problem Solving Abilities
Forecasting future Trends

PERSONAL DETAILS

Civil Status: Male, Married,
Nationality: Indian
Iqama Status: Transferable
Saudi Driving License: validity
2035
Language Known: English, Urdu,
Hindi, Arabic (Beginner).

Nadeem Ahmad

(Procurement/Supply Chain Specialist)



PROFILE

An ambitious, enthusiastic and talented Procurement & Supply Chain Specialist in Industrial sector in Saudi Arabia with good track record. I can analyze and resolve Financial & business problems from multiple angles and best manner. Looking for challenging position in an organization that enables me to put my commercial knowledge for the achievement of organizational objectives as a whole.
Approx. 18 Years of Procurement & Supply Chain experience of Saudi Arabia.

EXPERTISE/SKILLS

- Strategic Procurement Management (Local & Overseas).
- Supplier Relationship Management
- Supply Chain management, Freight & Shipping Line coordination
- Contract & Price negotiation
- Expertise in Technical & Commercial evaluation
- Cost Analysis & Risk Management
- Time Management & Attention to Detail
- RFQs Distribution management and Quotation follow-ups
- Purchase order review & Approval
- International/Import shipment management
- Expense reports management
- Payment Review & Monitoring, L/C & Credit Terms negotiation
- Customs Broker and Customs Authority Coordination.
- Import shipping document verification (B/L, COO, Comm. Invoice),
- Suppliers Reconciliation, Budgeting & Forecasting, Financial Analysis
- Vendor Performance Report.

WORK EXPERIENCE

1. Working as Sr. Procurement Officer from Jan 2021.

Company: LIC, Riyadh, Saudi Arabia

Current Duty/Responsibilities:

- **RFQ/RFPs Management:** Review all RFQs & RFPs, and support with the issuing Quotations & orders in accordance with specifications required.
- **Record Maintenance:** Maintaining detailed record for all tenders, contracts, purchase requisitions and purchase orders in a database.
- **PO & Price Negotiation:** Communicating effectively for Price negotiation to secure Pos in best possible terms.
- **Supplier Evaluation:** Conducting thorough evaluations of suppliers based on performance metrics and compliance with contractual obligations.
- **Cost Analysis:** Performing detailed cost analysis to identify cost reduction opportunities and improve overall procurement efficiency.
- **Performance Monitoring:** Continuously monitoring supplier performance and compliance to ensure alignment with organizational standards.

- **Risk Assessment:** Identifying potential risks in the procurement process and developing mitigation strategies to address them.
- **Budgeting:** Assisting in the development and management of procurement budgets to align with financial goals.
- **Conflict Resolution:** Addressing and resolving conflicts that may arise with suppliers or internal stakeholders.
- **Import shipment Documents:** Reviewing Import shipping documents (B/L, COO, Commercial Invoice etc).
- **Continuous Improvement:** Implementing continuous improvement initiatives to enhance procurement processes and drive efficiency.

2. Worked as Sr. Purchase Executive from Jan 2019 to Dec 2020.

Company: Pr. Expert, Dammam, Saudi Arabia

I was responsible for providing complete procurement solution.

Responsibilities/Duties:

- a. Systematic recording & prioritizing of Customers Inquiries/Leads in System and its proper Tracking.
- b. Maintaining proper supplier list, including conducting annual supplier checks.
- c. Proper management of RFQs distribution to Vendors and Quotation follow-ups.
- d. Evaluation of Customers' Inquiries and Suppliers Quotation with catalogs and other source and communication with End Users for any clarification.
- e. Tender/Bids' Technical and Commercial evaluation
- f. Reviewing POs and its approval after price negotiation
- g. Visiting Customers and Suppliers for any clarification
- h. Reviewing Import shipping documents (B/L, COO, Commercial Invoice etc)
- i. Coordinating with Customs Broker and Customs Authority for import shipment clearance.
- j. Provided complete Supply Chain management from Picking-up shipment from Suppliers till delivery to End Users.
- k. Price negotiation and timely delivery resulted significant cost saving for company.

3. Worked as Accounts Payable (Vendors) from April 2018 to Dec 2018.

Company: Audit Firm, Allahabad- India.

Handled all Accounts payable tasks related to Vendor/Suppliers:

POs review & Approval, Payment review & Approval, Invoicing etc.

4. Worked as Purchase Executive from Jan 2006 to Jan 2018.

Company: AKT Company, Dammam-KSA

I was responsible for providing complete procurement solution from understanding Customers need, sourcing material from local/overseas market till the delivery of Goods, communicating with local & overseas parties for shipping & financial term, reviewing shipping Documents (BL, Certificate of Origin, Commercial Invoice), Coordinating with Bank for L/C documents, Customs Broker, Shipping Line, Freight Forwarder etc. Monitoring online Bidding RFQs and its closure etc.

I was mostly handling Infrastructural, Mechanical, Electrical, Plumbing materials and other Industrial equipments for Major Clients (**Aramco**,

Sabic, SEC, Maaden, Marafiq, Nesma etc).

5. Worked as Technical Trainee from May 2005 to Oct 2005.

Company: Maruti Suzuki-Car Dealership, Delhi India.

I was responsible to understanding Technical specifications of Passenger cars and supporting to Customers.

Hobbies

Reading Business and IT magazines, listening to news and watching Cricket.

Regards,
Nadeem Ahmad,
Saudi Arabia