

MOHAMMAD IRFAN KHAN

Experience

Project Coordinator. (Aramco Project)

Al Falak Electronic Equipment & supplies Co. Khobar, KSA

July 2022–Present

- Send offer to new employee. After acceptance offer by employee send request to Aramco for service authorization.
- Open files of new employees and send request for Aramco Id and visa process to the consult department.
- Arrange hotel booking, Flights ticket booking and vehicles for employees.
- Send Exit- Re-Entry visa request to the consult department
- Send weekly Manpower reports, claimed invoices reports to the Aramco.
- Arrange timesheets from employees and attach supporting documents, after review process for salary. Approve DRSS/DTH from Aramco portal.
- Monthly prepare ongoing job report, Revenue & Profitable reports and send to the consult department.
- Prepare invoices and submit to the Aramco portal with supporting documents.

Procurement Administrator.

GB Contracting Co. Riyadh, KSA

June 2021–June 2022

- Reviewing of MR with project team as per the work contract.
- Before proceeding for quotation, cross checking with Warehouse team regarding the availability of particular requested material.
- Arrange the Quotation online by mail or by purchaser.
- Checking Price & making price comparison.
- Preparation of PO in ERP software.
- Sending PO to vendor for acknowledgement in order to avoid any discrepancy.
- Update MR's Log for All projects and weekly submit progress reports.
- Update PO & Payment log project wise.
- Collect Original Invoices, Delivery Notes & Hand over Bank Cheque to supplier
- Coordinating with sub-contractor (getting progress report, collect the invoices, and make their payments).
- Ensuring the brand of the delivered item, matching with the quotation.
- If some material is EOL getting approval from project team for the replacement one.
- Preparation of UPL in order to bid for any tender related to particular sow.

PERSONAL SUMMARY: - A highly motivated, confident individual with exceptional multi-tasking and organizational Skills. Good communication skills, excellent client facing skills and the ability to work closely with other professionals to assess a Client needs and devise suitable plans. Willing to learn and looking forward to Making a significant contribution. I like to accept challenges in complicated situations to obtain a long-term career with a company where can apply my skills Effectively and grow professionally.



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Procurement Manager.

Seder Engineering Trading & Contracting Co. Riyadh, KSA

Dec 2014– Jan 2019

- Departmental procedures in coordination with other departments.
- Overseeing all supply chain operations.
- Organize and managing inventory, storage and transportation.
- Ensure the safe and timely pick-up and delivery of Materials.
- Reporting to the General Manager, overall responsible to develop, manage and maintain departmental procedures in coordination with other departments.
- Arrange the Quotation online by mail or by purchaser.
- Checking Price & Quality, making price comparison.
- Contact with supplier regarding the delivery on time.
- Collect Original Invoices, Delivery Notes & Hand over Bank Cheque to supplier
- Dealing with sub-contractor (getting progress report, collect the invoices, and make their payments.

Logistic & Supply chain Manager.

Seder Engineering Trading & Contracting Co. Riyadh, KSA

Jan 2019– May 2021

- Overseeing all supply chain operations.
- Control the departmental budget
- Directing activities related to dispatching, routing, and tracking of vehicles.
- Complying with transportation-related policies, as well as safety rules and government regulations.
- Arranging repairs and routine maintenance of transportation vehicles.
- Planning, organizing, and managing subordinate staff members to ensure work is completed and consistent with the company standard.
- Reporting to the General Manager, overall responsible to develop, manage and maintain departmental procedures in coordination with other departments.
- Provide vehicle and Equipment's to the project as per requirement (Buy, Rent or Lease).
- Organize and managing inventory, storage and transportation.
- Ensure the safe and timely pick-up and delivery of Materials.
- Ensuring that all drivers and operators have the correct Knowledge and experience.
- Keeping schedules and organizing team members.
- Making sure vehicles are properly maintained and reducing the risk of vehicle overloading
- Promoting safe work activities by conducting safety audits, and attending company safety meetings.

Education

- High school (U.P. Board) in 2009.
- Intermediate (U.P. Board) in 2011.
- B.A. from Awadh University, Faizabad in 2014
- Basic Computer course from CISL in 2009.
- Accounting Tally Erp.9 from Tally Academy in 2012.

Key skills and characteristics

- Professional Mannerisms, Strong leadership, organizational scheduling and resource planning.
- Budget Management.
- Quality assurance.
- Excellent Listener.
- Familiar with supply chain process.
- Ability to work under pressure with Positive attitude.
- Ability to organize and integrate data, ideas and concept to solve problems.
- Strategic and operational planning.

Personal Details

- Iqama status: Valid & Transferable
- Iqama number: 2377469362
- Driving License: Available
- DL Place of Issue: Riyadh (Saudi Arabia)
- Passport number: V3600462
- Marital Status: Married
- Language known: English, Hindi, Urdu & Arabic.

Declaration

I am confident that I will do justice to my job. All the above-mentioned information is true to my knowledge and belief.

Mohammad Irfan Khan

Date: - 31-Oct-2023