

Mohammed Shafiq ur Rahman

Procurement Warehouse and Logistics Specialist

ABV Rock Group Co Ltd.

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Professional Summary

Dedicated and detail-oriented Warehouse and Logistics Specialist with over [6] years of hands-on experience in **store operations supervision** and **vendor management**. Proven track record of maintaining optimal inventory levels, streamlining procurement procedures, and fostering strong supplier relationships to ensure timely and cost-effective supply of goods and services. Skilled in warehouse coordination, stock audits, and procurement planning aligned with business goals.

Core Competencies

- Store & Warehouse Supervision
 - Vendor Selection & Management
 - Inventory Control & Stock Audits
 - Procurement Planning & Execution
 - Cost Optimization Strategies
 - Contract Negotiation & SLA Management
 - Team Leadership & Staff Training
 - Compliance & Quality Assurance
 - Supply Chain Coordination
 - Shipping and Receiving
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Professional Summary

Senior Procurement & Store Supervisor

ABV Rock Group Co Ltd, Jeddah, Since December 2018 - Present

- Supervise daily operations of the central store, ensuring accurate stock handling, storage, and dispatch.
- Oversee end-to-end procurement cycle for materials, spare parts, and consumables.
- Lead the procurement process for **[industry-specific materials, goods, or services]**, ensuring timely and cost-effective purchasing while maintaining quality standards.
- Develop and maintain **strong supplier relationships**, negotiating favorable terms and long-term pricing agreements to drive cost efficiency.
- Conduct **market research, competitive analysis, and cost benchmarking** to identify potential cost-saving opportunities and improve supplier terms.

- Ensure compliance with company policies, industry regulations, and ethical sourcing practices in all procurement activities.
- Collaborate with **internal departments** (production, logistics, finance, and quality assurance) to streamline purchasing processes and enhance operational efficiency.
- Implement **supplier performance evaluation metrics** and procurement KPIs to ensure quality, reliability, and delivery efficiency.
- Utilize **data analytics and procurement forecasting tools** to assess demand trends and improve supply chain resilience.
- Assisted in **procurement planning and supplier selection**, ensuring cost-effective purchasing aligned with company objectives.
- Handled purchase orders, monitored supply chains, and coordinated with vendors for **on-time delivery and contract compliance**.
- Conducted **price negotiations, risk assessments, and supplier evaluations** to ensure procurement best practices.
- Maintained **accurate procurement records, reports, and financial documentation** to ensure transparency and compliance with audit standards.
- Supported senior management in **developing procurement strategies, tender processes, and supplier contract negotiations**.
- Optimized procurement operations by identifying inefficiencies and implementing workflow improvements.

Technical Skills

- ERP & Procurement Software: UNIX, Microsoft Dynamics
- Advanced Excel, Power BI & Data Analysis
- Contract & Supplier Management Systems
- E-Procurement & Digital Sourcing Platforms
- Risk Management & Compliance Monitoring

Languages

- English: Excellent in both spoken and written English
 - Arabic: Can speak and understand
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Personal Attitude

- Patient, Eager to learn, Good communication skills
- Good team player and problem solving skills

Education

- Bachelor of Science (BSc) in Computer Science

- University of Mysore – Karnataka State
 - INDIA
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Personal Data

- Date of Birth: 08/09/1976
- Nationality: Indian
- Religion: Islam
- Marital Status: Married
- Driving License: Valid