

RESUME



MUHAMMED SAVITH

PROCUREMENT OFFICER

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PERSONAL DETAILS

Father's Name - Mustafa

DOB-28-07-1997

Gender-Male

Marital Status-Single

Nationality- Indian

License- Valid KSA Private Driving License

Iqama/Visa- Transferrable Iqama

PROFESSIONAL SUMMARY

Organized Purchasing Officer (Marine Products & Building Materials) with diligence, resourcefulness and experience to expand and improve regional operations for multiple locations. Self-directed and proactive with strong programmed management abilities. Respectful Procurement Specialist with understanding of supply and demand and discerning eye for inventory level evaluation. Bilingual go-getter experienced in Coordinating with vendors regarding logistics.

WORK EXPERIENCE

02/2024 - Current- Procurement Specialist- Anshore International Trading Co. - Dammam

Develop and execute strategies for the procurement of good and services. Manage procurement process from beginning to end, including defining requirements, creating purchase orders, and negotiating contracts. Conduct market research to stay up to date on market trends and cost savings opportunities.

10/2020- 08/2023 - Procurement Officer- Global Fleet Trading Establishment - Rastanura

Preparing plans for the purchase of equipment, services, and supplies. Following and enforcing the company's procurement policies and procedures. Reviewing, comparing, analyzing, and approving products and services to be purchased. Managing inventories and maintaining accurate purchase and pricing records.

11/2019 - 06/2020- Account Assistant- Alowaidh Trading and Contracting- Al Khobar

Ensuring payments, amounts and records are correct. Working with spreadsheets, sales and purchase ledgers and journals. Recording and filing cash transactions. Controlling credit and chasing debt. End to end strategic procurement Sourcing and supplier management Supplier negotiations Operational risk management Indirect procurement Sales expertise Market research Vendor relations Operations management Multi-tasking Excellent verbal/written communication Procurement expertise

LEADING PROJECTS HANDLED/PARTICIPATED

- ARAMCO OIL & RIG OPERATIONS-EASTERN PROVINCE
- OFFSHORE SUPPORTS AND SERVICES-EASTERN PROVINCE
- OXAGON INDUSTRIAL CITY-NEOM
- OXAGON Port Dredging and Quay Walls-NEOM
- ARAMCO STADIUM-DAMMAM
- MA'ADEN PHOSPHATE 3 PROJECT Wa'ad Al Shamal (ARAR)
- DEW POINT CONTROL UNIT- ABQAIQ.
- M1 Marine & Dredging Work - UMULJ

QUALIFICATIONS

- **08/2019 Tally Ace:** Diploma in Professional Accounting
Institute of Professional Accountants - Kalpetta, Wayanad, India
- **05/2018 Diploma of Higher Education:** Diploma In System
Engineering Sree Shankaracharya Computer Center -
Wayanad, India
- **05/2017 Bachelor of Science:** BSc. Computer
Science University of Calicut - Calicut,
India
- **03/2014 Certificate of Higher Education:** Biology Science
GMHSS Vellamunda - Vellamunda, Wayanad, Kerala, India

LANGUAGES

English
Hindi
Arabic
Urdu
Malayalam-Native

SKILLS

MS office
Hardware &Software Installation
Communication skills
Leadership skills
Problem solving skills Market
Internet Surfing

HOBBIES

Internet Surfing
Social media
Reading
Sports activities
Travelling