



Mohsin Khan

Procurement Supervisor

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PERSONAL SUMMARY

Highly organized and results-oriented Procurement Supervisor with 12 years of experience in overseeing all aspects of the procurement process. Proven ability to negotiate favourable terms, manage supplier relationships, and ensure timely and cost-effective acquisition of goods and services. Adept at implementing efficient procurement strategies and maintaining compliance.

SKILLS

- Procurement Cost Reduction
- Strategic Sourcing
- Data Analysis
- Market Research
- Cost Analysis
- Global Sourcing
- Supplier Evaluation and Selection
- Supplier Relationship Management
- Vendor Management
- Inventory Management
- Purchase order Processing
- Contract Management and Negotiation
- Supply Chain Management
- Technical Proficiency
- Risk Management
- Contract Negotiation

WORK EXPERIENCE

PROCUREMENT SUPERVISOR
PRIME SUPPORT GENERAL SERVICES COMPANY
GCC Group Basrah - Iraq 2025 – Present

- **Strategic Sourcing:** Developing and implementing sourcing strategies to identify and select the best suppliers based on price, quality, delivery, and other factors.
- **Supplier Management:** Building and maintaining strong relationships with suppliers, evaluating their performance, and resolving any issues or disputes.
- **Negotiation:** Negotiating contracts, terms, and conditions with suppliers to secure favourable pricing and agreements.
- **Contract Management:** Overseeing the preparation, review, and administration of contracts, ensuring compliance with legal and regulatory requirements.
- **Purchase Order Management:** Managing the purchase order process, including creating, issuing, and tracking purchase orders.
- **Vendor Selection:** Identifying, evaluating, and selecting potential vendors or suppliers.
- **Cost Control:** Analysing market trends, monitoring supplier performance, and identifying opportunities for cost savings.
- **Budget Management:** Managing procurement budgets, tracking expenditures, and ensuring purchases are within budget.
- **Compliance:** Ensuring that all procurement activities comply with relevant laws, regulations, and company policies.
- **Inventory Management:** In some cases, overseeing inventory levels and ensuring that materials and supplies are available when needed.
- **Cross-Functional Collaboration:** Working with other departments (e.g., finance, operations, legal) to ensure that procurement needs are met and that there is effective communication.
- **Risk Management:** Identifying and mitigating risks associated with the procurement process, such as supplier disruptions or price volatility.

- **Reporting:** Preparing and presenting reports on procurement activities, performance, and cost savings.

PROCUREMENT SUPERVISOR

ORIENTAL YIELDS CO. LTD

Tamimi Group Dammam - Saudi Arabia

2022 - 2024

- **Monitoring supplier performance:** Assessing supplier compliance with contracts and performance metrics.
- **Managing supplier risk:** Identifying and mitigating potential risks in the supply chain.
- **Processing purchase requisitions:** Reviewing and converting requests into purchase orders.
- **Creating and managing purchase orders:** Ensuring accuracy and timely issuance of POs.
- **Tracking orders and ensuring timely delivery:** Monitoring shipments and resolving any delivery issues.
- **Budget Management:** Managing procurement budgets, tracking expenditures, and ensuring purchases are within budget.
- **Compliance:** Ensuring that all procurement activities comply with relevant laws, regulations, and company policies.
- **Inventory Management:** In some cases, overseeing inventory levels and ensuring that materials and supplies are available when needed.
- **Cross-Functional Collaboration:** Working with other departments (e.g., finance, operations, legal) to ensure that procurement needs are met and that there is effective communication.

PROCUREMENT BUYER

K-Graphics & Advertisers Co.

Rampur - India

2018 - 2020

- **Monitor and analyse market trends:** Stay informed about industry changes, supplier performance, and product specifications to identify cost-saving opportunities.
- **Manage inventory levels:** Analyse demand patterns and implement strategies to optimize stock and avoid shortages or excesses.
- **Negotiation:** Negotiating contracts, terms, and conditions with suppliers to secure favourable pricing and agreements.
- **Preparing reports and updates:** Providing insights and analysis on procurement activities.
- **Identifying and evaluating potential suppliers:** Researching and vetting vendors based on quality, price, reliability, and other relevant factors.
- **Reporting:** Preparing and presenting reports on procurement activities, performance, and cost savings.
- **Analysing market trends:** Staying informed about market changes, competitor strategies, and new suppliers.

PROCUREMENT BUYER

AL SHALAWI INTERNATIONAL HOLDING CO.

Royal Commission Project Jubail – Saudi Arabia

2013 - 2017

- **Identifying and evaluating potential suppliers:** Researching and vetting vendors based on quality, price, reliability, and other relevant factors.
- **Building and maintaining supplier relationships:** Developing strong partnerships with key suppliers to ensure smooth communication and collaboration.
- **Negotiating contracts, prices, and terms:** Obtaining the most favourable deals while adhering to quality and delivery requirements.
- **Monitoring supplier performance:** Assessing supplier compliance with contracts and performance metrics.
- **Managing supplier risk:** Identifying and mitigating potential risks in the supply chain.
- **Processing purchase requisitions:** Reviewing and converting requests into purchase orders.
- **Creating and managing purchase orders:** Ensuring accuracy and timely issuance of POs.

- **Tracking orders and ensuring timely delivery:** Monitoring shipments and resolving any delivery issues.
- **Managing budgets:** Working within allocated budgets and identifying cost-saving opportunities.
- **Maintaining procurement records:** Keeping accurate documentation of all purchasing activities.
- **Analysing market trends:** Staying informed about market changes, competitor strategies, and new suppliers.
- **Conducting cost analysis:** Evaluating costs to identify potential savings.
- **Forecasting demand:** Predicting future material needs to ensure adequate supply.
- **Developing procurement strategies:** Contributing to the development and implementation of efficient procurement processes.
- **Preparing reports and updates:** Providing insights and analysis on procurement activities.
- **Working with internal stakeholders:** Collaborating with various departments (e.g., production, finance, engineering) to understand their needs.
- **Communicating with suppliers:** Maintaining clear and effective communication on all aspects of procurement.

PURCHASING SUPERVISOR
MAAN TRADING COMPANY
 India

2011 - 2013

- **Develop and implement purchasing strategies and policies:** This includes establishing guidelines for supplier selection, negotiation processes, and ethical procurement practices.
- **Forecast demand and develop procurement plans:** Collaborate with internal departments to understand their needs and anticipate future requirements.
- **Identify and evaluate potential suppliers:** Research and assess vendors based on price, quality, reliability, and delivery capabilities.
- **Negotiate contracts, terms, and conditions:** Secure favourable pricing, payment terms, and contractual agreements with suppliers.
- **Monitor and analyse market trends:** Stay informed about industry changes, supplier performance, and product specifications to identify cost-saving opportunities.
- **Develop and manage the procurement budget:** Ensure expenditures align with financial plans and identify areas for optimization.
- **Ensure compliance with regulatory requirements:** Adhere to all relevant laws, regulations, and internal policies related to procurement.
- **Monitor supplier performance:** Track delivery times, quality of goods, and adherence to contract terms.
- **Resolve supplier-related issues:** Address disputes, quality concerns, delivery delays, and payment discrepancies.
- **Manage inventory levels:** Analyse demand patterns and implement strategies to optimize stock and avoid shortages or excesses.

EDUCATION

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| • MBA (Marketing & Finance) - Maha Maya Technical University | 2012 |
| • B. Com - MJP Rohilkhand University | 2010 |
| • Diploma in Computer Application and Multilingual - NCPUL | 2007 |

ADDITIONAL INFORMATION

- **Languages** - English, Arabic, Hindi, Urdu
- **Driving licence** – Saudi Arabia, India