

Mohammad Reyazuddin

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Senior Procurement Officer - Construction

With 15 years of experience in the construction industry, I have a proven track record of successfully managing procurement processes, negotiating contracts, and ensuring the timely delivery of high-quality materials. My expertise lies in supplier relationship management, cost control, and strategic sourcing, enabling me to contribute significantly to the efficiency and profitability of construction projects. I am eager to leverage my skills in a challenging new role where I can contribute to operational excellence and continued success.

Skills

Procurement and supply chain management. Contract negotiation and management. Supplier relationship management. Cost analysis and budgeting. Market research and analysis. Project management. Strong communication and interpersonal skills. Proficiency in procurement software and tools.

Education

University of Calcutta

B.Com (Bachelor in Commerce)

1994 – 1996

Certification

- Modern Computer Application from Institute of Computer and Science, Department of Sharjah Education Zone, U.A.E.
- Logistics and Supply Chain Management.
- Exploring Procurement Process in SAP S/4HANA Cloud Public Edition, Professional Services.

Professional Experience

Sr. Procurement Officer

ABV Rock Group

Riyadh, Saudi Arabia

Nov 2013 – Present

- Develop and implement procurement strategies that align with organizational goals, resulting 15% increase in efficiency.
- Analyzed and researched 50+suppliers for each packages to improve product availability, reduce cost by 10% and shorten delivery times.
- Identified and implement best practices, resulting in a 10% reduction in procurement cycle time.
- Maintained a supplier list of 500 + suppliers, achieving 98% compliance with annual checks.
- Negotiated cost savings of up to 15% through effective supplier relationship management.
- Ensured 100% compliance in procurement activities through regular company policy updates.

Purchase Officer

Six Construct Ltd (BESIX)

Dubai, UAE

Sept 2010 – Aug 2012

- Managed material purchase, quotations, contracts, ensuring 98% contract accuracy and timely order placements.
- Contacted suppliers to obtain price, delivery, and payment terms, achieving 10% cost savings.
- Ensure timely delivery of goods, maintaining a 95% on-time delivery rate.

- Led negotiation strategies, developing relationships that resulted in a 15% cost reduction.
- Create and drove global procurement strategy, resulting in a 10% reduction in procurement costs.

Purchase Officer

Poullaides Construction Company (PCC)

*Manama, Bahrain
April 2008 – May 2010*

- Formulated and delivered contracts, ensuring 100% compliance with company policies.
- Provided input on procurement spending and savings targets, achieving a 10% reduction in overall costs.
- Adapted services to meet end-user needs, improving service quality and user satisfaction by 20%.
- Provided strategic oversight for procurement strategies, leading to 15% improvement in performance metrics.
- Mitigated risk and liability, reducing potential financial exposure by 15%.

Jan 2006 – Feb 2008

Purchase Officer

Durat Al Sahil Service Trade Co

- Planned and coordinated tenders, securing deals that saved 10% on procurement costs.
- Managed tender process, ensuring budget compliance and improving bid evaluation efficiency by 15%.
- Negotiate with suppliers, achieving budget compliance and 10 cost savings.
- Advised end-user teams on procurement needs, improving product and service selection and reducing costs by 8%.
- Managed relationships, ensuring smooth operations and reducing supply chain disruptions by 20%.

Account Assistant

Interplast Co Ltd –Harwal Group

*Sharjah, UAE
Feb 1998 – Oct 2005*

- Maintained a thorough understanding the financial reporting, improving accuracy of financial records.
- Prepared maintain asset, liability, and capital account entries, ensuring 100% compliance with accounting standards.
- Maintained accounting controls, improving policy compliance and reducing discrepancies by 10%.
- Reconciled financial discrepancies, reducing errors by 15% through detailed analysis.
- Prepared bank reconciliation, ensuring 100% accuracy in financial transactions.
- Reviewed invoices, achieving 98% accuracy in documentation and approval processes.
- Prepared stock and finance reconciliations, improving accuracy and reducing discrepancies by 20%.
- Maintained files and documentation, ensuring 100% compliance with company policy and accounting practices.

key Achievements

- Introduced sustainable sourcing practices, partnering with green vendors that align with the organization commitment to environmental responsibility.
- Fostered collaboration between procurement, finance, and operations, leading to better alignment on budgetary goals, prioritization of needs, and enhanced decision-making.
- Successfully optimized inventory levels, reducing holding costs while ensuring adequate supply for operations through effective demand forecasting and supplier management.