
CAREER SUMMARY

Have an overall experience 19 years plus in Saudi Arabia& UAE, mainly in the Procurement /Warehouse Management/ Inventory Controller/Warehouse Supervising / Shipping Coordinator and could show exemplary professional experience in dealing with Accounts and resolve issues in Purchase & Sale in Construction / Trading (Construction Materials / Food Materials) , Rental Equipments , Manpower,Catering & Production.

Gulf Carrier:

1) Procurement Manager (Sales),Warehouse Incharge& Inventory Controller - Shafloot Group for Trading for Oriental Food Materials – 12 Years.(1994 to 2006)

2) Purchase Officer - Dubai Marine Beach Resort UAE – 4 Years. (2006 to 2010)

3) Procurement& Logistics Coordinator- NESMA&Partners(JabalOmar DevolepmentProject) Makkah, Jtcf Project Jizan, RasTanoura Site & other Projects. – 3 Years. (2012 to 2015)

Below all worked through Manpower

4) Procurement Officer- Expertise Contracting Co.- 1 Year. (2015 Aug. to Nov 2016) 5)Warehouse Incharge- AlSoraiya Carpet Factory Jeddah – 6months.(2016 Dec. to 2017 May)

6) Sales Manager - Al Shariq Industrial Material Supply – 1 Year(2017 to 2018 June) 7)Procurement Assistant - SPECIALIZED INDUSTRIAL SERVICES CO. LTD(SISCO SAUDI) – 3 months.(2018 July to Spt..)

8) Warehouse In charge - AL KIFAH Contracting – 4 months.(2018 Spt. To 2018 Dec.)

9) Procurement Officer - Tanmia for Oil and Const Ltd. – 1 year (2018 Dec. to 2019 Aug.)

10) Procurement Officer , Warehouse In chager – Shelter For Online Catering. •
–1 Year. (Aug.2019 to 2020 June.)

11) Warehouse in charge,– PT steel –1 Year. (Feb.2022 to 2023 March.)

12) Procurement manager , Supcon Saudi,. –6 Months. (May.2024 to 2024 November.)

13) Al Sharq Raidat for Porta Cabinet Factory as a Warehouse In charge (March 2025)

Analyzing the competitive supplier / vendor on economic & quality basis of the material, Negotiating with vendors with regards price, delivery schedules and quality. Controlling the shutdown materials purchasing and preparation of report to the Project Manager. Responsible for the purchase of required materials on the project construction site. Floating of inquires to client approved vendors and maintaining company confidence measures. Capable to resolve any problem and overcomes any tough challenges in professional manner.

Looking for a suitable position in below category:

Procurement/Warehouse Management
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- PROCURMENT CHIEF (Purchase or Sales)
- ACCOUNTS Dept.
- LOGISTICS Coordinator
- WAREHOUSE INCHARGE / INVENTORY CONTROLLER
- CATERING WAREHOUSE

MANAGEMENT EDUCATION:

Academic Achievement: Bachelor of Computer Science (BCA) From Mangalore University, Mangalore, India. (1992).

TECHNICAL ACHIEVEMENTS:

- ◆ Diploma in Computer Software Applications through Polytechnic, Mangalore, India.
- ◆ Diploma in Office Management.
- ◆ Diploma in Accounting Packages.

◆ Duties and Responsibilities: Procurement

1. Procurement management:

- To procure equipment, material & systems complying to project quality and specification requirements
- To review quotations of identified technical and commercial specifications received from the vendors & suppliers.
- To review vendors and suppliers quotations to determine best price and delivery date.
- To procure materials and subcontract in timely manner within approved budgeted cost.
- Prior to ordering, to check all ex-stocks availability in central stores and sub stores.
- To ensure timely delivery of equipment, material & systems to support site installation works as per approved work program.
- All procurement process should comply with management approved procedures and policies with respect to time, cost, and quality.
- Prepares documentation for internal process as per company procedures.
- Excess materials from sites shall be returned back to central stores on monthly basis.
- Maintains company reputation & credibility by fair And prompt payment.
- Strong negotiation skills with suppliers to ensure that target prices, company's terms and conditions are met.
- Detailed planning and reporting activities related to procurement.

- Responsible for Main In-Kingdom Local Purchasing of construction material and other project related items.
- Issuing Inquiries to different Vendors and Suppliers for the procurement of required construction materials.
- Analyzing the competitive supplier / vendor on economic & quality basis for the material.
- Floating of inquiries to client approved vendors and maintaining company confidence measures.
- Placing the orders to the suppliers / vendors after the approval from Senior Procurement Coordinator.
- Preparation of comparative statements and analyzing the suppliers / vendors.
- Participating in bid openings with various vendors and suppliers.
- Maintaining different tracks and procedures for commercial analyzing and quality analyzing of the materials.
- Negotiating with vendors with regards price, delivery schedules and quality.
- Keeping the confidence of the management to execute the orders accordingly.
- Controlling the security system material of the Project.
- Analyzing the material list after receiving the shipments and controlling them and issuing on time as per the construction schedule.
- Producing the list of consumable materials of the project and issuing for purchase orders.
- Preparation of List of the shipments received from Out of Kingdom contract. Clearing the Shipments from the Shipping Customs of Govt. of Saudi Arabia.
- Placing order to various company as requirement before a day
- Checking expiry date while receiving materials.
- Daily report to head office about stock
- Coordinate with user department for receiving Purchase requisitions (PR) for procuring goods, Administrative, info equipment's.
- Identifying/selecting supplier's for procuring goods.
- Receiving and evaluating Quotations from Suppliers based on Price
- Coordinating for delivery of goods by supplier, quality inspection and warehousing.
- Maintaining proper records for Inventory movements.
- Receiving and approving invoice received from suppliers and onward submission to accounting department for payment

- Responsible for the control of materials involved for the shutdown and maintenance activity of the plant.
 - Preparations of Master Control Sheet for the materials purchased, tracking the materials available and Controlling all the shutdown materials and preparation of report to the Project Manager.
- Distribution of Materials as required by the shutdown work and requesting to place order for the critically required materials which are in shortage.
 - Responsible for Handling the Accounts related to Material Purchasing.
 - Checking the Invoices for the Material Purchasing and issuing the Payments.
 - Handling the Petty Cash for the Purchasing of Local Material and Items.
 - Administrative and work in coordination with the various personnel of the department of Stock
 - Record document transmittals incoming and outgoing.
 - Daily report to head office about stock, collection.
 - Checking expiry date, moving near expiry items with promotion.
 - Follow up every staff their duties, daily coordinating with head office accountant related to improve branch sales & collection.
 - 2. Warehousing Management:
 - Key Responsibilities:
 - Prepare and produce weekly reports for Current Inventory Value, Shortages and Issues with Receiving/Shipping/Personnel , etc.-Report for warehousing operations - Maintain standards and strive for service level improvements –Make sure all company procedures and policies are applied in facilities.
 - Establish goals, meet commitments, and enforce policies.
 - Manage inventory efficiencies, Health & Safety
 - Provide training and handling of Goods
 - Coordinate all transportation of goods in a timely, cost efficient manner.
 - Strong experience in product quality, packaging, bar coding, and shipping of products.
 - Strong facilitation, presentation and communication skills
 - Work to reduce turnaround time on customer orders and deliveries.
 - Increase efficiencies in storage in the warehouse.

- Provide management with information analyses and statistical information
- Responsible for streamlining warehouse process and procedures continuously improving productivity, quality and cost.
- Willingness to be hands on Strong forecasting skills for time, labors, tools and equipment
- Must be able to manage time, handle conflict and prioritize
- Leadership style: coaching approach and open communication. - Maximize existing work methods and integrate new ones
- Coordinating inbound and outbound shipment planning.
- All other duties as assigned by management.

3.Inventory Specialist

- Inventory management:
- Main responsible Ensure cost-effective inventory levels
- Monitoring the receipt of stocks, and checking the delivery invoices and items delivered for conformance with the purchase orders
- Tracing history of items to determine reasons for discrepancies between inventory and stock control records.
- Studying stock records and recommending remedial actions for reported non-usable, slow moving, and excess or dead stock
- Investigating all product damage claims from the stores determining the source of the damage for the purpose of documenting in-transit damage and back-charging the dedicated carriage as appropriate.
- Update inventory reports and turns.

Personal Information:

Nationality: Indian

Date of Birth : 15-01-1971

Languages Known : English, Hindi, Kannada, Malayalam, Arabic(speak) Etc.

I hereby declare that all the statement made in this application is correct to the best of my knowledge.

(IBRAHIM ATTUR HAMAD)

Nesma
& Partners



أرامكو السعودية
Saudi Aramco



Jazan Refinery and Economic City Projects

Certificate of Achievement :

TWO Million Safe Man Hours.

Mr. Ibrahim Attur Hamad

Logistics Officer- Emp# 65350

*In Recognition of your Commitment in Excellent Safety Performance with
Zero Accidents/Incidents in this Aramco (TCF) Project.*

Dated : 02 Oct 2014.



A. Umamaheswarao
Avala Umamaheswarao
HSE Manager

Murat Nafiz Oguzhan
Murat Nafiz Oguzhan
Project Manager

No. 1086

SK E&C

SAUDI ARAMCO
JZR&TP EPC-9

أرامكو السعودية
Saudi Aramco



IBRAHIM ATTUR HAMAD

Indian

Iqama No.: 2312728997

Company Name : **MMK**

Position:

Supervisor

ID No.:MMK-002

Blood Type:

Issued: 24 Jan 2017

Expires: 26 Mar 2017

