

JAMEEL BAIG MIRZA

Procurement Supervisor



Khober, Saudi Arabia



mirzajameelbaig@yahoo.com / mirzajameelbaigps@gmail.com



+966-567-44-0576



+91-939-176-5912

About me

- *Consistent performer with a strong record, positive attitude, with ability to handle assigned tasks.*
- *Excellent communication skills.*
- *Knowledge & understanding of procurement processes, policies & systems.*
- *Multi-talented & energetic with eager to learn new things.*
- *Work efficiently in group as well as individually.*
- *Enthusiastic about bringing profit before purchase.*

Professional Work Experience

a. Anmatt Wood Industries, Dhahran

Joining Date: 17 July, 2024

Status: Working

b. Binladin Woodwork Factory Co. Ltd., Jeddah

Joining Date: 02 May, 2005

Left Date: 17 August, 2023

c. Crystal Inspection Services, Jeddah

Joining Date: March, 2004

Left Date: May, 2005

d. Comed Chemicals, Hyderabad

Joining Date: June, 2001

Left Date: January 2004

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Professional Work Responsibilities

a. Anmatt Wood Industries, Dhahran *Procurement Supervisor*

- *Process purchase requisitions/orders.*
- *Initial preparation and issuance of Request for Quotations (RFQs).*
- *Invite, assess, award/recommend supplier tenders, bids, quotations, and proposals.*
- *Preparation of comparative statements considering the price, quality & delivery.*
- *Review and analyze all vendors/suppliers, supply, and price options.*
- *Sourcing activities, including vendor identification, negotiations, and supplier selection, to secure cost-effective and high-quality goods and services.*
- *Execute procurement processes efficiently, following established guidelines and best practices.*
- *Process modifications to terms and conditions of purchase agreements.*
- *Maintain regular communication with suppliers to address inquiries, resolve issues, and facilitate smooth transactions.*
- *Create and maintain good relationships with suppliers/vendors.*
- *Maintain records of purchases, pricing, and other important data.*
- *Utilize data and procurement insights to support procurement decisions and identify cost-saving opportunities.*
- *Prepare and maintain purchasing records, reports and price lists.*
- *Ensure that procurement activities adhere to legal and regulatory requirements.*
- *Ensure that the products and supplies are high quality.*
- *Assist in the development of specifications for equipment, materials, and services to be purchased.*
- *Administer contract performance, including delivery, receipt, warranty, damages and insurance.*
- *Bridge in-between Accounts and suppliers/vendors to resolve issues, process payments & maintain credit limits & days.*
- *Reconcile or resolve value discrepancies.*
- *Comply with and maintain knowledge of applicable rules, legislation, regulations, standards, and best practices.*
- *Develop and maintain constructive and cooperative working relationships with Colleagues and Management.*

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b. Binladin Woodwork Factory Co. Ltd., Jeddah *Procurement Officer (Imports)*

- 1. Global Sourcing: Identifying potential suppliers or manufacturers from different countries, evaluating their capabilities, negotiating terms, comparative statements and establishing contracts for the purchase of goods.*
- 2. International Supplier Management: Building and maintaining relationships with overseas suppliers, understanding cultural nuances, time zone differences, and diverse business practices, and ensuring effective communication for smooth transactions.*
- 3. Import Regulations and Compliance: Understanding and complying with international trade regulations while usage of Incoterms ExW, FCA, FAS, FOB, CPT, CIP, CFR, CIF, DPU, DAP (DAT), DDP, tariffs, customs procedures, and documentation requirements for importing goods (shipping documents).*
- 4. Currency and Exchange Rate Management: Monitoring foreign exchange rates, hedging currency risks, and strategizing to minimize the impact of fluctuations on purchasing costs.*
- 5. Logistics and Shipping Coordination: Organizing and managing the transportation of goods across borders, including selecting shipping methods (land, sea & air), arranging freight forwarding, and ensuring timely delivery while minimizing logistical challenges. Hassle free release of shipment by coordinating with clearance agents.*
- 6. Quality Control and Assurance: Implementing measures to ensure the quality of products received from international suppliers, conducting inspections, and addressing any quality issues that arise during the import process.*
- 7. Risk Assessment and Management: Identifying and mitigating potential risks associated with international procurement, such as political instability, geopolitical tensions, supply chain disruptions, or currency fluctuations, demurrage & detentions.*
- 8. Cultural and Language Considerations: Understanding cultural differences, language barriers, and diverse business practices to effectively negotiate contracts, resolve conflicts, and build strong relationships with foreign suppliers.*
- 9. Cost Analysis and Management: Analyzing total landed costs, including factors like transportation, duties, taxes, and other expenses associated with importing goods, to make informed purchasing decisions.*
- 10. Market Research and Global Trends: Staying updated on global market trends, industry developments, and international supplier landscapes to identify new opportunities, emerging markets, and potential cost-saving strategies.*
- 11. Documentation and Record-Keeping: Ensuring accurate documentation of international transactions, including contracts, invoices, shipping documents, and compliance-related paperwork for auditing and legal purposes.*
- 12. Release of payments: Release of payments through Advance, CAD (D/P) at sight & deferred & Irrevocable L/C (Sight & Deferred).*

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c. Crystal Inspection Services, Jeddah *Purchaser*

- 1. Identifying potential suppliers, obtaining quotes and preparing comparative statements, negotiating contracts, and purchasing goods or services required.*
- 2. Maintaining accurate records of purchases, contracts, invoices, and other relevant documentation which is essential for auditing purposes and tracking expenses.*

d. Comed Chemicals, Hyderabad *Medical Representative*

- 1. Organizing appointments and meetings with community and hospital based healthcare staff.*
- 2. Identifying and establishing new business.*
- 3. Demonstrating or presenting products to healthcare staff i.e. Doctors and pharmacists.*
- 4. Achieving Monthly, Quarterly targets.*
- 5. Developing & Maintaining relationship with Retailers & Distributors.*
- 6. Distribution of medical samples to healthcare staff as per the position and evaluation.*
- 7. Submission of weekly reports.*

Studies

- a. Bachelor of Commerce,
Osmania University, Hyderabad*

Courses

- a. FSC Awareness Training,
BM Trada Middle East, Dubai*
- b. Certified International Procurement Professional (CIPP),
Blue Ocean, Dubai*

Skills

- a. Odoo - ERP System*
- b. MS Office (Word & Excel)*
- c. Communication*
- d. Problem Solving*
- e. Driving*

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References

*a. Mr. Zafer Karaman, Factory Manager
Binladin Woodwork Factory Co. Ltd. (Presently residing in Turkey)*

 *Upon request.*

*b. Ms. Sarah Bahassan, Procurement Supervisor
AlBaik Food Systems Co., Jeddah*

 *054-603-0397*

*c. Mr. Abdul Malik M. Owais, Project Sales Manager
Anmatt Wood Industries*

 *053-193-8520*

Enclosures (if required will be submitted)

- a. Iqama Copies*
- b. Driving License.*
- c. Business Cards*
- d. Experience letter.*
- e. Education & courses certificates.*