

RESUME

Mohammad Abdul Nazeer

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Objective:

A hardworking, to be in an organization where I can nurture my skills, talents and work in competitive environment, to meet challenges, to make my service indispensable to those I work for and I would like to rise along with the organization. With an upbeat and positive attitude, who is looking for an opportunity to make a big difference in a business, which is moving forward possessing a track record of achievements and a proven ability to manage efficiently.

Educational Qualifications:

M.B.A. (*Master of Business Administration*) - Alagappa University, Karaikudi-India

B.com (*Bachelor of Commerce Degree*) - Kakatiya University, Telangana-India.

Inter (*Board of Intermediate*) - MK Degree College, Karimnagar-Telangana.

S.S.C - (*Secondary School Certificate*) Sidharta high school, Karimnagar-Telangana.

Skills Profile:

- **Hardware & Networking** – Zoom Technologies, Hyderabad.
- **MS-Office** – Cyber vision, Karimnagar, Telangana.
- **Computer Skills**

Work Experience In KSA (Saudi Arabia)

1). Habitat Hotel & Furniture Co., Ltd (From August 2020 to May 2025) Khobar - KSA. As a Procurement Specialist

Key Responsibilities:

- Monitor inventory levels, coordinate with internal teams to forecast needs, and prevent shortages.
- Build and maintain strong relationships with suppliers, addressing any issues and ensuring smooth operations.
- Ensure all procurement activities comply with company policies and relevant regulations.

- Communicate effectively with internal teams and external vendors to ensure smooth procurement processes.
- Maintain accurate procurement records and generate reports for analysis and decision-making.

Work Experience-2 In KSA

2). Worked in KAYAN Business Trading Co., Ltd. Dammam. (From March 2018 to August 2020) worked as a Procurement Executive

Duties and Responsibilities:

- Researching potential suppliers, assessing their capabilities, and determining their suitability based on factors like price, quality, and reliability.
- Negotiate favorable terms and conditions with suppliers, including pricing, delivery schedules, and payment terms.
- Establishing and maintaining strong relationships with suppliers is crucial for ensuring a smooth procurement process and addressing any issues that may arise.
- Tracking supplier performance is essential to ensure they are meeting quality standards, delivery deadlines, and other contractual obligations.
- Prepare and process purchase orders, ensuring accuracy and compliance with company policies.
- Monitor the progress of orders, track deliveries, and ensure timely receipt of goods and services.
- Optimizing inventory levels to minimize costs and prevent stock outs, working closely with relevant departments to forecast demand.
- Accurate and up-to-date records of purchases, pricing, and supplier information are essential for reporting and analysis.

Work Experience-3 In KSA

3). Worked in Jadwalean Int. Oper. & Mgt. Co. (Riyadh-KSA) as Procurement/Logistic Staff for 5 years. (June 2011 to June 2016).

Successfully Completed Projects:

- **RSAF C130 Aircraft** (2011) Supply spare parts & Repair.
- **RSAF C4I** (2011) Supply spare parts & repair and maintain C4I systems

- **RSAF Helicopters** (Bell 412, 212) (2011) Supply spare & maintain helicopters systems
- **RSAF Ground Support Equipment** (2011 & 2012) Supply ground support systems

Key work done in Jadwalean Int. Oper & Mgt. Co.

- 1). On line searching the spare parts required by the customer (RSAF), according to the Part Number, NSN (National Stock Number) and cage code (Manufacturer code).
- 2). Find the different suppliers as much as possible quotations and selecting the best quotation i.e. good price with lead time.
- 3). Processing for issuing the Purchase Order then confirmation from the supplier. After receiving Pro-forma Invoice, processing for payment with accounting department.
- 4). If any military / ITAR items, needs to process required documents i.e. export license (DSP.83) forms. If any Hazmat items needs to process to take special permissions and special packing requirements.
- 5). Instructing for Shipping the spare parts to our warehouse.

MANAGING IN RECEIVINGS:

1. Receives all incoming shipments; verifies and inspects for conformity with the part numbers to appropriate purchase orders. Notifies and/or delivers received items to addressee.
2. Receives, classifies, and credits returned or reclaimed materials, supplies, and equipment and replaces them in stock according to an existing storage system.
3. Unpacks materials, supplies, tools, and equipment; verifies articles received against packing list and purchase orders; counts or weighs the articles; stores articles in prescribed bins, racks, shelves, and floor or yard sites.
4. Inspects incoming materials for wear, damage, or defects; reports any discrepancies or damage in materials received; notifies the proper person if repairs or adjustments are required.
5. Processes receiving and delivery for inventory and non-inventory items purchased by satellite warehouses.
6. Goods Receipt Note (GRN) Preparation and communication with Finance / Purchase
7. Issue Ledger management and control at site

Work Experience in INDIA

1. Worked in **TATA Business Support Services Limited** for 2 years as a Customer Care Executive to **TATA Indicom Broadband ISP** from 2009-2011.

Duties & Responsibilities:

- Answer calls professionally to provide information about products and services, take/cancel orders, or obtain details of complaints.
- Keep records of customer interactions and transactions, recording details of inquiries, complaints, and comments, as well as actions taken.
- Process orders, forms and applications.
- Follow up to ensure that appropriate actions were taken on customers' requests.
- Refer unresolved customer grievances or special requests to designated departments for further investigation.

Key Skills And Competencies:

- Ability to identify and implement new procedures and processes.
- Have good oral and written communication skills.
- Vast experience of working with a range of external suppliers.
- Excellent judgments and decision making.

Personal Profile:

Name	: Mohammad Abdul Nazeer
Date of Birth	: 20 July 1982
Father's name	: Mohammad Abdul Hafeez
Gender	: Male
Nationality	: Indian
Marital Status	: Married
Languages Known	: English, Arabic, Urdu, Hindi and Telugu

DECLARATION

I hereby declare that the above information given is true to the best of my knowledge.

Place: Riyadh
Date:

(Mohammed Abdul Nazeer)