

CURRICULUM VITAE

FAISAL SHAD

PROCUREMENT OFFICER – NESMA & PARTNERS

Riyadh, 12836

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- **Role Applied: PROCUREMENT OFFICER/SPECIALIST OR REPRESENTATIVE**
- **Full Name: Faisal Shad**
- **Total Experience: 6-7 years**
- **GCC experience: 2 years**
- **Age: 27 years**
- **Current Salary: 6,000 SAR (Excluding Food, Housing, Travel & Mobile Allowances)**
- **Expected Salary: 10,000 SAR**
- **Notice Period in days: 30 Days**
- **Current Location: Riyadh**
- **Nationality: Indian**

CAREER OBJECTIVE

To build career in a growing organization, where I can get the opportunities to prove my ability by accepting challenges.

WORK EXPERIENCE

- Purchase Officer in Procurement Department at SABRA ENTERPRISES from April 2018 to June 2020.
- Doing Job as Purchase Officer in Procurement Department & Tender executive for e-tender portals at AL-KARIM LEATHER from 25 June 2020 to 31 August 2023.
- Currently working as a Procurement Officer in Nesma & Partners from Sept 3, 2023, in electrical team. (Current Project: KING SALMAN PARK).
- Handling PQD and MAT for the client approvals.
- Negotiation with suppliers to get the best prices and delivery time.
- Total experience – 7 years
- Gulf experience – 2 years

KEY RESPONSIBILITIES

- Receive PR (Purchase request) of the approved materials from the technical office on the site and issue the Po accordingly after the procurement process.

- For strategic sourcing researching vendors who have potential to work with us as per our requirement.
- Prepare the RFQ/RFP and select the supplier to send them based on the vendor list in the project.
- Prepare technical and commercial comparison sheet and ensure it matches project requirements and budget.
- Negotiate the price, payment terms, delivery time, and delivery place.
- Prepare PQD (prequalification documents and material submittals for consultant's/client's approval in line with the selected vendor/ supplier as per the department standards.
- Coordinated with suppliers and logistics to ensure a 100% on-time delivery success rate for materials.
- Follow up with tracking team for the delivered material till we finish MIR.
- Follow up the procurement process in releasing the payments and the logistical procedures.
- Utilized ERP systems to manage procurement processes, including generating purchase orders and preparing comparison sheets, ensuring seamless workflow integration.
- Managing the full procurement process from receiving PRs from site and initiating the inquiries RFQs, finalizing, negotiation and issuing the POs and obtaining necessary approvals from client such as PQD, MAT and MAS as per requirement.

ACADEMIC QUALIFICATION

- High School from AL-BARKAAT PUBLIC SCHOOL, ALIGARH, C.B.S.E Board in 2014.
- Intermediate from K.R. EDUCATION CENTRE, KANPUR, C.B.S.E Board in 2016.
- Bachelor's degree from D.A.V College Kanpur affiliated by C.S.J.M University.

PERSONAL SKILLS

- Excellent organizational skills and the ability to manage multiple tasks simultaneously.
- Strong negotiation skills.
- Analytical skills, market analysis.
- Communication skills.
- Strong in follow up.
- Microsoft skills.

PROFESSIONAL SKILLS

- Strong understanding of construction procurement processes and best practices.
- Excellent negotiation and communication skills.
- Proficient in procurement software (e.g., BAAN, TALLY, BUSY)
- Sourcing skills and good connections.
- Microsoft skills.

PERSONAL PROFILE

➤ Father's Name	Mr. Shamshad Ahmad
➤ Date Of Birth	29 September 1997
➤ Gender	Male
➤ Marital Status	Unmarried
➤ Language Known	English, Hindi, Urdu
➤ Nationality	Indian
➤ Passport No.	S1315603
➤ Religion	Muslim

DECLARATION

I solemnly declare that all the above information is correct to the best of my knowledge and belief.

FAISAL SHAD