

KITABUDDIN ALI



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Procurement Officer

18 Yrs of experience

EXECUTIVE SUMMARY

Professional experience:

- Overall, 18 years experienced as **Supply chain Administration from warehouse in charge to Procurement officer** within the Steel Plant, Phosphate Petro-Chemical sector, Refrigerant gases & Trading business.

Technical knowledge:

- ERP Systems:** SAP, Oracle, Microsoft Dynamics.
- End-to-End Procurement Cycle: From identification of need → requisition → supplier selection → purchase order → delivery → payment → performance evaluation.
- Understanding **pricing models, market rates, and negotiation tactics**.
- Ability to balance **cost, quality, and timeliness** during negotiation as well as requirements of certification for clearance in Saudi Arabia for oversea shipment.
- Understanding **international trade rules, import/export compliance, and customs regulations** if applicable.as since 2016 specially handling Export and import for Hazard and Non-Hazard shipment.
- Budget management and cost control strategies.
- Knowledge of international payment terms and **incoterms** and do costing for sales before arrival of Shipment.
- Experience in all the discipline of materials/spare parts in the Warehouse like Mechanical, Electrical & Instrument
- Well experienced in independently handling all warehouse job and documentation.
- Examining and inspect the stock items, verify inventory computations by comparing them to physical counts of stock, and investigate discrepancies or errors
- Determine proper storage methods, identification, and stock location** based on turnover, environmental factors, and physical capabilities of facilities, **Mark stock items using identification tags, stamps, electric marking tools, or other labelling equipment.**
- Maintain supplies, tools, equipment, and storage areas in order to ensure compliance with safety regulations
- Experience in ERP like SAP, Oracle and Microsoft Dynamics.**

Other Skills:

- SAP** system
- Oracle system**
- Microsoft Dynamic**
- System Application- (**SSRS**) Share Service Request System
- MDRM** – Material Data Record Manager Application
- Knowledge On: Operating System, Windows 95, 98, 2000 , 2007 , 2010&2013 Windows MS, Windows XP, Windows 7 and 8

- MS Office: (MS Word, MS Excel, MS Power Point & MS Outlook) Having good knowledge of Typing,
- Certified forklift operator.
- Authorized Safe Work Permit- Receiver and Issuer for Sabic.

EDUCATION AND TRAINING

- 1997 :SSC –BSEB PATNA
- 1997-1999 :HSC –BIEC PATNA
- 1999-2002 :GRADUATION –JAI PRAKASH UNIVERSITY CHAPRA
- 2004 –2005 : Computer Science –(COPA NCVT) MMRM Technical Institute Phulwarisharif Patna India

PERSONAL DETAILS

- Date of Birth : Oct 10, 1982
- Marital Status : Married
- Nationality : Indian

PASSPORT DETAILS

- Passport No : C7036883
- Date of Issue : 20/02/2025
- Date of Expiry : 19/02/2035
- Place of Issue : Riyadh

LANGUAGES

1. English
2. Hindi
3. Urdu
4. Arabic (Working Knowledge)

AUG-2016 to Present

Rawabi Integrated Gas Co.
(Business Unit of Rawabi Holding Co.)
Supply Chain
Procurement Officer.

Duties & Responsibilities:

- Estimate and establish cost parameters and budgets for purchases.
- Based on Material HSCODE arrange saber.
- Dealing with Overseas Suppliers
- Maintain records of purchases, pricing, and other important data
- Review and analyze all vendors/suppliers, supply, and price options
- Develop plans for purchasing equipment, services, and supplies
- Negotiate the best deal for pricing and supply contracts
- Maintain and update a list of suppliers and their qualifications, delivery times, and potential future development
- Work with team members and procurement manager to complete duties as needed

MAY-2016 to AUG 2016

Integrated Industrial Gases
(Subsidiary of Abdullah A. Al Barrak Co.)

	<u>DEPARTMENT-WAREHOUSE</u>
	<u>WAREHOUSE INCHARGE</u>

Duties & Responsibilities:

- Strategically manage warehouse in compliance with company's policies and vision.
- Oversee receiving, warehousing, distribution and maintenance operations.
- Setup layout and ensure efficient space utilization.
- Adhere to all warehousing, handling and shipping legislation requirements
- Maintain standards of health and safety, hygiene and security
- Manage stock control and reconcile with data storage system
- Prepare annual budget
- Liaise with clients, suppliers and transport companies
- Plan work rotas, assign tasks appropriately and appraise results
- Completes warehouse operational requirements by scheduling and assigning employees; following up on work results.
- Review paperwork from deliveries to determine if additional work requirements will occur.
- Check documents for thoroughness and completeness and prepare additional documentation when necessary.
- Initiate all requests for replenishment of stock.
- Oversee the receipt and dispersal of materials entering or leaving warehouse; help storekeepers with this task when required.
- Take periodic inventories and participate in monthly inventory program.

WORK EXPERIENCES

<u>JAN-2016 to Apr -2016</u>	<u>ABDULLAH AL BARRAK & SONS COMPANY</u> <u>DEPARTMENT-PROCUREMENT</u> <u>SN.Material Expeditor</u>
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Duties & Responsibilities:

- Plans, organizes, supervises, and controls on day to day activities related to the purchasing team.
- Execution of PRs within three days from date of receipt.
- Vendor Rating Analysis to be finalized before preparing comparison statement and conduct initial order negotiations with suppliers.
Follow-up with suppliers on each order for getting materials / service at site or central stores on time.
- Co-ordination with site staff and arrange materials as per site requirements or schedules.
- Follow-up with supplier or sub contractor for any delay or short supply of materials / service.
- Co-ordination with accounts staff for payment to suppliers.

<u>SEP-2014 to Dec-2015</u>	
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	<u>IBN RUSHD Arabian Industrial Fibers Company SABIC</u> <u>IBN RUSHD MATERIAL WAREHOUSE – YANBU INDUSTRIAL CITY, SAUDI ARABIA</u> <u>SN.WAREHOUSE TECHNICIAN</u>
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Duties & Responsibilities:

- Perform and ensure safe & efficient warehouse operations, including, receiving, stocking, issuing, material returns, OSDR (Overage, Shortage, Damage & Rejection report) activities, handling bulky shipments, Inter affiliate loan / sale materials, duplicate / merging of materials, documentation and reports.
- Maintain warehouse document records as per guidelines provided in department procedure.
- Ensure the availability of MTC, MSDS & Operational Manuals as per database for the received materials.
- Review and follow up OSDR cases with concerns for proper resolution.
- Monitor and clear warehouse-pending transactions, update change of locations in SAP system.
- Support cycle count activities and perform discrepancy verification and investigation.
- Proper utilization of warehouse facilities in a manner that support for continuous cost reduction/saving through improvement in space utilization, and take advantage of achievements by supporting strategic purchasing in utilizing supplier held inventories
- Assist Warehouse supervisor in coordinating with industrial security & safety and government/port authorities to ensure that movement of materials, manpower, etc., are properly controlled and meet security requirements/regulations.
- Ensure implementation of FIFO (first in & first out) process for placement & issuing the materials.
- Coordinate with end user for collection and confirmation of acceptance for non-stock materials.

<u>NOV-2012 – AUG-2014</u>	<u>MA'ADEN PHOSPHATE COMPANY</u> <u>MPC MAIN WAREHOUSE - RAS AL KHAIR MINERAL INDUSTRIAL CITY, SAUDI ARABIA</u> <u>SN. WAREHOUSE TECHNICIAN</u>
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Duties & Responsibilities:

- Store items in an orderly and accessible manner in warehouses, tool rooms, supply rooms, or other areas.
- Pack and unpack items to be stocked on shelves in stockrooms, warehouses, or storage yards.
- Clean and maintain supplies, tools, equipment, and storage areas in order to ensure compliance with safety regulations.
- Receive and count stock items, and record data manually **or Oracle access computer**.
- Examine and inspect stock items for wear or defects, reporting any damage to warehouse supervisors.
- Mark stock items using identification tags, stamps, electric marking tools, or other labelling equipment.
- Verify inventory computations by comparing them to physical counts of stock, and investigate discrepancies or errors.
- Provide assistance or direction to other stockroom, warehouse, or storage yard workers.
- Keep records on the use and/or damage of stock or stock handling equipment.

- Determine proper storage methods, identification, and stock location based on turnover, environmental factors, and physical capabilities of facilities.
- Issue or distribute materials, products, parts, and supplies to customers or coworkers, based on information from incoming requisitions.
- Prepare and maintain records and reports of inventories, price lists, shortages, shipments, expenditures, and goods used or issued.
- Prepare products, supplies, equipment, or other items for use by adjusting, repairing or assembling them as necessary.
- Confer with engineering and purchasing personnel and vendors regarding stock procurement and availability.
- Determine sequence and release of back orders according to stock availability.
- Compile, review, and maintain data from contracts, purchase orders, requisitions, and other documents in order to assess supply needs.
- Maintain the OSDR file as well as intimate the buyer and vendor.
- Perform proper housekeeping internal and external warehouse area.
- Responsible for receiving any safe work permits.
- Coordinate with end user for collection and confirmation of acceptance for non-stock materials.
- Perform the cycle count activities yearly and investigate for shortage and overage material.
- Special handling for rotors which have insurance.
- Follow safety procedure in line with MAADEN safety guidelines in order to ensure people environment and asset safety.

<u>NOV2011 – OCT2012</u>	<u>ABDULLAH AL-BARRAK AND SONS</u> MULTI ENGINEERING SERVICE THAT MAINLY CATERS TO OIL & GAS, PETROCHEMICALS, FERTILIZER AND A STEEL INDUSTRY IN SAUDI ARABIA <u>STORE-KEEPER</u>
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Duties & Responsibilities:

- Maintain the warehouse record area and store area in a neat and orderly manner.
- Control the consumable materials in the warehouse.
- Maintain the filling system and record regularly.
- Perform physical inventory and computerized inventory.
- Making materials report base on company standard.
- Received and inspect all incoming and outgoing materials physically.
- Put in a proper place or proper location of all incoming materials from purchaser.
- Make the materials monthly report base of the company standard and submit to Warehouse supervisor.
- Report directly to the Warehouse supervisor if any material discrepancies.
- Perform proper housekeeping internal and external warehouse area.

<u>MAY2007 – OCT2011</u>	<u>SAUDI IRON AND STEEL COMPANY HADEED</u> <u>THROUGH GLOBAL CONTRACT ABDUALLAH AL BARRAK.</u> <u>STORE-KEEPER</u>
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Working as a Store Keeper in Hadeed (Manufacturer of Iron and Steel) in EOT Crane Maintenance Section where I am individually assigned for store keeping of the spare parts and tools which is required for the maintenance and Breakdown repairing of Cranes from a tiny nut-bolt to big girder

Duties & Responsibilities:

As a store keeper, I am responsible for: Spares Inventory:

- Reporting of Inventories on a daily, weekly and monthly basis.
- Keep a track of performance of the spares on the basis of their movement/consumption.
- Make the end user vigilant to order the spares based on the purchase request by the technicians.
- Responsible to keep an eye on fast moving critical spares and place an order before those attains the Re-order level.
- Prepare a yearly comparison report of the spare consumption for the current and previous year and submit it to the End user for effective stock controlling.
- **Segregation** of Raw / Packaging material as per their status approved/ rejected.
- Responsible to keep a **MSDS (Material Safety Data Sheet)** Record.
- Identifying new & better space Management / saving techniques for goods movement, identification & storage & use latest store management techniques / storage system.
- Responsible to supervise all inward and outward of materials.
- Maintaining the **stock of** spare parts in Excel as well as in manual ledger manner (if any).
- Compile reports on use of stock adjustments of inventory stock records, damage to stock.
- Responsible for preservation & maintain of all material at proper place located with identification label held in store.
- Assist in Compiling consumption on per well basis & report to accounts department along with balance inventory.
- Responsible to housekeeping of store area.

Measuring or Tools Inventory:

- To keep a record of issue and receipt of Tools.
- Scrutinize the Tools for damages soon after the operation and prepare damage report if any.
- On the basis of Damage report, make a replace or repair request to the end-user by proper tagging on it.
- Deploy the newly supplied or inspected spares/tools in designated area.
- Keep a track of electrical and mechanical measurement equipment (such as millimetres, clamp meters, distance meter, meggar and low ohm meter) which is due for calibration and keep a record of it in spread sheet.
- Dispatch the equipment for calibration in consulting with end user for notification.
- Ensure all lifting devices like slings, chain-blocks and D-shackles are TUV inspected and keep a record of it in spread sheet.
- Various work tools:
 - a. MS Excel - MIS Maintaining
 - b. MS Outlook - For Internal mailing
 - c. Working knowledge of SAP , ORACLE & FOCUS.

OCT2006-MARC2007	TATA TELESERVICES LTD, (MIRGANGJ BIHAR INDIA) <u>MIS CLERK</u>
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Duties & Responsibilities:

- Prioritize the complaints / requests of customers by sorting them according to their severity and nature, and resolving them within the set SLA (Service Level Adherence)
 - Coordinating with different agencies for visit to customer's premises regarding their technical complaints resolution.
 - Improving MTTR (Mean Time Taken for Rectification) with customer satisfaction.
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- Maintaining and Monitoring of MIS (Management Information System) on daily Basis.
- Generating daily MIS and reports after analysing the Dispatch Data.
- Handling of all Escalated Complaints and ensuring Resolution to customer's by coordinating with all Cross Functional Departments like CC, Switch, Network for provisioning and fault management
- Vendor management to ensure target achievement with meeting all the quality norms of company
- Resolution of customer complaints related to service provisioning.

AUG2005-SEPT2006

**SASAMUSA SUGAR FACTORY PVT. LTD GOPALGANJ BIHAR
WEIGH BRIDGE OPERATOR**

Duties & Responsibilities:

- Taking the gross and tare weight of sugarcane loaded trucks.