

KAMALUDDIN IQBAL HURZUK

Residence : Riyadh, Saudi Arabia
Address : C/o United Commercial Space Company,
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Nickname : Kamal
Current Location: Riyadh City, Saudi Arabia

CAREER OBJECTIVE

To obtain a challenging position in purchasing field that oversees and coordinates purchasing activities including supplier selection, contract quality and cost control as well as receiving goods to apply effective use of logic management skills and prove my abilities and qualification to an organization that welcomes initiative and exceeding standards.

Role:

Support the Procurement Director and Manager's in all procurement activities related to the business, including prequalification's, obtaining quotations from suppliers for purchasing goods and/or Services, analyzing quotations, recommending the most suitable suppliers to execute the works/Service, and ensure delivery of goods/services.

PROFESSIONAL EXPERIENCE

Company Name: **United Commercial Space Company.**

Job Title : **Senior Procurement Officer – June 2024 – Present**

Strength & Responsibilities:

Awareness of Policy & Guidelines

- Awareness of and compliance with UCSCO procurement policies and processes
- Prompt response to queries and problems with procurement systems and processes, and decisive resolution of any non-compliance issues

Great Market Knowledge

- Conducting robust formal impact assessments and cost benefit analysis on market trends and delivery systems dynamics in order to assess present and future material availability and price evolution
- Keep abreast of the latest developments in relevant markets and explore new sources, and gather sufficient data to assess them and evaluate their performance as per company policy
- Good working knowledge of market developments and dynamics
- Timeliness and level of management awareness of important market developments

Supplier Relationship Management

- Establish and maintain vendor relationships with core and strategic suppliers from local and overseas as well as conduct periodic review of supplier performance
- Monitoring supplier agreements through key performance indicators and report on achievements

- Having Successful negotiation skills with new and existing supplier
- Suppliers resulting in economic savings and increased quality/service levels
- Effective, professional relationships developed and maintained with internal external stakeholders

Other related works / Planning / Operations

- Attend and manage to provide buying services (materials or services)
- Constantly search for, review and source new national and international quality suppliers
- Work collaboratively with colleagues and line manager to decide on procurement approach, and manage the bidder interaction up to the conclusion of the competitive procurement process in line with the Procurement Policy
- Assisting Procurement Manger / Sr. Manager in relevant activities including obtaining quotations from vendors for purchasing goods and/or Services, review and evaluate proposals and quotations, negotiate BAFO, and recommend selection for management approval
- Assisting in the operational activities of procurement, master agreements contract management, business processes and inventory management
- Coordinating technical evaluation of proposals/bids with the relevant department
- Ensuring that all bidding operation is are coordinated smoothly till appointment and that Purchase Orders (POs) are issued to the suppliers on timely manner
- Coordinating with suppliers to ensure on time delivery of goods
- Take corrective action in case of returns or damaged goods and ensure prompt delivery of items
- Assist Procurement Manager in purchase requisitions (PR), RFQ/ tenders, purchase orders (PO), tax (VAT and WHT), award/contracting, insurance and bank guarantees, variations, receive goods/services, and returns
- Ensure any amendments/ cancelation in the orders are issued/processed
- Maintain invoices, supplier payments, supplier account reconciliations, expense reimbursements, and Petty cash
- Maintain, update and support line manager on any updates to the Procurement policy
- Ensure compliance with UCSCO established procurement policy & procedures
- Optimize cost savings by producing Value Engineering ideas to the relevant departments, while ensuring proper reporting for process efficiency improvements
- Generate special and exceptional performance reports where needed, including statistical reports
- Providing administrative management to the contract and its deliverables
- Attendance and involvement to contracts where detailed specification are required

At UCSCO:

We support to U.S. Military by supplying a comprehensive range of products and materials essential to their operations as of Hardware Equipment & Tools, Building & Construction Materials, Electricals, Plumbing Supplies & Sanitary Ware, Janitorial & Laundry Equipment's, Safety Supplies, HVAC Supplies, Generators, Heavy Equipment's, Pumps and Light Set Parts, Electronics, IT Equipment's, Networking & Communication Equipment's & Accessories, Security Equipment's, Oil & Lubricants, Office Supplies & Office Furniture.

Previous Job:

Company Name: **Alshaya International Trading Co. (Starbucks)**
Job Title : **Procurement Officer - (Starbucks / Food and Beverage)**
May 2023 – May 2024

Company Name: **Nestlé Waters – Partnership with Al Manhal Water Factory Co., Ltd.**
Job Title : **Procurement Officer - (Technical & Motor Pool / Vehicle Dept.)**
Feb 2015 – May 2023

Company Name: **Nestlé Waters – Partnership with Al Manhal Water Factory Co., Ltd.**
Job Title : **Storekeeper- (Technical Dept.)**
Feb 2012 to Feb 2015

EDUCATION

- Bachelor of Commerce from Bombay University – (Appeared for Last Year)
- HSC from Anjuman Khairul Islam Junior College - Goregaon, Mangaon
- High School from Anjuman Khairul Islam. High School - Goregaon, Mangaon
- Diploma In office Automation: Ms Excel, Ms Word, Ms Power-Point and Ms Outlook.
- Accounting Package: Tally 9 Version
- Computerized Reservation System – GALILEO (Ticketing) From IITC Institute, Mumbai.
- Diploma in International Airlines and Travel Management from IITC Institute, Mumbai.

PERSONAL DETAILS

Gender : **Male**
Nationality : **Indian**
Marital Status : **Married**
Religion : **Islam (Muslim)**
DOB : **25th June 1989**

<u>Language Proficiency</u>	<u>Speak</u>	<u>Read</u>	<u>Write</u>
English	✓	✓	✓
Arabic	✓	✓	✓
Urdu	✓	✓	✓
Hindi (<i>national language</i>)	✓	✓	✓
Konkani (Native Language)	✓	✓	✓

REFERENCES

GV RAO: General Manager United Commercial Space Company.
Contact Number: +966 57 774 5757
Mohammed Mansour: Procurement Manager Alshaya International Trading Co.
Contact Number: +966 56 835 3820
Olayan Breakah: Procurement Manager Nestle and Manhal Waters Riyadh.
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