

Curriculum vitae



NAME: MUHAMMAD IBRAR – MBA Finance

POSITION: Procurement Coordinator

Abdul Jaleel Batterje Development Co. Ltd

Mobile: +966 593616049

Email ibrar_khan587@yahoo.com

OBJECTIVE

Seeking a position in Purchasing, Sales and Administration with growth potential, where my education, experience and personal capabilities can be utilized to assist the organization in achieving Business and Diplomatic challenges.

EXPERIENCE

- **Position: Procurement Coordinator** from Sep 2015 to Jan 2019
Abdul Jaleel Ibrahim Batterjee Co. Ltd.

Responsibilities:

- Receiving Purchase Requisitions (PR's)
- Creating Request for Quotations (RFQ's)
- Maintaining Vendor Quotations
- Maintaining Vendor Lists and Prices
- Negotiation Vendor Quotations
- Creating Purchase Orders (PO's)
- Obtain quotes and purchase award documentation with respect to quality, suitability & delivery.
- Responses, purchases, contracts, correspondence and related follow up.
- Collects and reports statistics to measure commodity and/or supplier performance.
- Prepares reports to ensure compliance with related laws and regulations...
- Coordinates and resolves problems with end user departments and suppliers.
- Performs other related duties such as special assignments and annual major objectives.

➤ **Position: Consular Assistant**

June 2014 to Oct 2015

Consulate General of Pakistan in Jeddah

Responsibilities:

- Welfare visits to different cities and sites for the sake of Pakistani citizens' .i.e. Tar Heel, Jawazatand Maktabamal etc.
- Liaise with local authorities and solving various issues faced by Pakistani citizens.
- Provide consular support to consular / Passport officer including Pakistanis and their families and writing reports.
- Provide support to passports officer to process passports, manage Passports applications, conduct interviews and liaise with passport operation center.
- Helping the consular office in duties like issuing emergency passports and various documents of authority etc.

➤ **Position: Purchasing Assistant**

July 2013 to Feb 2014

Al-Qahtani Group

Responsibilities:

- Keeping good relation with vendors.
- Inventory control management.
- New sourcing & regular monitoring of Vendor performance
- Renewal of new contracts as per requirement.
- Review all contracts regularly and confirm its compliance.
- Negotiate with vendors for entire year's requirement.
- Visit vendor premises.
- Getting the quotations from vendors.
- Follow all Purchase Orders & Purchase Requisitions.
- Getting Feedback of the purchased equipment.
- Procuring the quality products on effective costs in desired time.

PROJECTS

- (A) Purchasing Medical Equipment's for SGH Riyadh, SGH Aseer, SGH Jeddah and SGH Madinah in capex 2017 Project.
- (B) Purchasing Medical Equipment's for SGH Riyadh, SGH Aseer, SGH Jeddah and SGH Madinah in capex 2016 Project.
- (C) Purchasing consumables for Batterjee medical college Aseer.

➤ **PROFESSIONAL QUALIFICATION**

Master of Business Administration (2010-2011).

➤ **PERSONEL INFORMATION**

Father Name: Said Ghafoor
Date of Birth: Apr 25, 1987
Iqama No: 2326383805
Iqama Type: Transferable
Driving License: Saudi Valid License

➤ **REFERNCES:**

Name: Eng. Salman Khan

Position: Project Supervisor

Contact No: 0536705633

Email: proj1.ajs@sghgroup.net

Name: Junaid Wazir

Position: Head of Chancery

Contact No: 0126132720