

TALLAT KHALIL

Purchasing Officer

Address : Street Prince Sultan Street, Cross 21
Al Khobar Shamalia – Saudi Arabia
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WORK EXPERIENCE

Purchasing Officer

March 2004 - Present

KAHTCO GROUP OF COMPANIES, Dammam - Saudi Arabia

Sales and purchase experience in the field of spare parts, electrical items, hardware, safety items, tools and machining / repairing / fabrication of mechanical items.

Key Job Responsibilities :

- Verify and review purchase requisitions; clarifying unclear items; recommending alternatives.
- Research potential supplier based on price, quality and delivery
- Building relationship with authorized distributors to get most competitive prices.
- Compare and evaluate offers from suppliers
- Search on internet for alternate competitive suppliers
- Moderate experience to deal with international supplier related to spare parts.
- Know some good international supplier (heavy equipment parts)
- Negotiate contract terms of agreement and pricing
- Prepares purchase orders by verifying specifications and price; suggest substitute products and obtain approval from requisitioning department.
- Track orders and ensure timely delivery
- Review quality of purchased products
- Enter order details (e.g. vendors, quantities, prices) into internal databases
- Maintain updated records of purchased products, delivery information and invoices
- Submission of invoices in finance for further payment processing & follow up for payment
- Prepare reports on purchases, including cost analyses
- Coordinate with warehouse staff to ensure proper storage
- Verifies receipt of items by comparing items received to items ordered; resolves quality issues with suppliers.
- Keeps information accessible by sorting and filing documents.
- Provides purchasing planning and control information by collecting, analyzing, and summarizing data and trends.
- Updates job knowledge by attending trade shows and exhibitions
- Accomplishes purchasing and organization mission by completing related results as needed.

Store In-charge

Feb 1999 – Oct 2003

Rajani's Pvt. Ltd. (Chain of Stores)

Karachi - Pakistan

	<p>Key Job Responsibilities :</p> <ul style="list-style-type: none"> ▪ Develop effective stocking and inventory control system. ▪ Follow up FIFO sale method. ▪ Completes store operational requirements by scheduling and assigning team; following up on work results. ▪ Generate and review daily sales report ▪ Liaising with head office ▪ Maintain inventory by implementing purchasing plans and staying in contact with merchandisers ▪ Work with merchandisers to bring in effective marketing displays for the sales floor and store windows ▪ Overseeing pricing and stock control ▪ Preparing promotional materials and displays ▪ Protects employees and customers by providing a safe and clean store environment. ▪ Greet and assist customers as necessary when other sales associates are busy ▪ Dealing with customer queries and complaints ▪ Interact with the public via social media and maintain the store's online presence ▪ Maintains the stability and reputation of the store by complying with legal requirements. ▪ Contributes to team effort by accomplishing related results as needed.
<p>CORE COMPETENCIES</p>	<ul style="list-style-type: none"> ▪ Supplier Management ▪ Material sourcing ▪ Team Building ▪ Problem Solving Skill
<p>EDUCATION</p>	<p>Bachelor in Commerce 2001-2003 Karachi University</p> <p>F. Sc (Pre- Engineering) 1996-1998 Sindh Muslim Science College</p> <p>Matriculation SSC (Science Group) 1994-1995 P.N Boys Secondary School</p>
<p>COMPUTER SKILLS</p>	<ul style="list-style-type: none"> ▪ Operating Systems: Windows Vista, 7 & XP ▪ Packages: Microsoft Office (Project, Word, Excel, Power Point) ▪ Adobe Reader and Writer ▪ Smacc software: which is internal database for sale and purchase.
<p>LANGUAGES</p>	<ul style="list-style-type: none"> ▪ English: Well spoke, write & Read ▪ Urdu: Good spoke, write & Read ▪ Arabic: Fair spoke and understand
<p>PERSONAL INFORMATION</p>	<ul style="list-style-type: none"> ▪ Father Name: Muhammad Khalil ▪ Date of Birth : 03rd December 1979 ▪ Nationality: Pakistani ▪ Marital Status: Married ▪ C.N.I.C #: 42301-0707167-5

- Passport #: LQ4101673
- Driving License Details: Pakistan and Saudi Driving License