

# **Curriculum Vitae**



## **Mohammad Imran Alam (B.Com, MBA - Marketing)**

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A seasoned professional with an overall experience of 13 Years.

An Energetic, Enthusiastic, Persuasive & Career-Oriented Candidate. Seeking for a long-term career and assignments with a high perspective fleet.

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### ***PROFESSIONAL SNAPSHOT***

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From the beginning, I started my career on high notes and successfully performed my duties and responsibilities with a participative and consultative approach and emerged out as:

- A high calibre, well-organized, disciplined, and enterprising candidate with the desire and ability to share all commitments for sustainable earning growth.
- Results-driven, hardworking and capable Senior Purchase Officer with a record of accomplishment of significantly reducing costs and improving the company's processes and corporate purchasing programs. Having a proven ability to ensure that the company enjoys a competitive edge when compared to their competitors by securing the best quality, price and terms from suppliers. Always delivering results in line with strategic objectives.
- Now looking for an opportunity that will make best use of existing abilities and knowledge and further enhance my career and professional development.

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### ***SOFT SKILLS***

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- Team management and motivation
- Negotiation Skills
- Having good communication skills in English and Urdu
- Excellent Coordination and liaison capabilities
- Proactive and planned approach toward work

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### ***SCHOLASTICS***

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- **MBA (Marketing). Preston University, Karachi - Pakistan.**
- **College attended – Saint Patricks College, Karachi – Pakistan.**

## **AREAS OF EXPERTISE**

- Thorough knowledge of purchasing and procedures. Facilitating purchasing matters, the flow of information and effective communication between departments, and divisions of procurement and operations including senior management by maintaining the confidentiality and integrity of the company.
- Assistance in establishing purchasing goals, and making recommendations to improve purchasing operations.
- Management of day-to-day purchasing activities. Preparation of internal and external purchase orders.. Review of materials management policies and procedures.
- Maintenance of Vehicle, Spare Parts, License, Registration, and Insurance.
- Dealing and negotiating with Auto Garage.
- Sourcing of specified and alternative construction materials from the market. Sending and collecting inquiries to and from the Suppliers /Sub-Contractors as per the requirement of the Project.
- Implementation of Quality, Safety, and Environment requirements of the company. Coordination with QA/QC engineer, and HSE officer for inspection of materials by maintaining the stores.
- Review of price quotations and Preparation of comparison sheet based on the quotations in order to make sound purchasing decisions with identification of high cost & high-volume areas where strategic sourcing can provide cost savings.
- Arrangements of catalogue, literature, workshop drawings, and MSDS for various materials. Negotiation with suppliers on lead-time, cost, quality, and terms of payments to obtain the maximum benefit for the company and to ensure that materials are delivered in line with schedule and are complying with quality standards.
- Contact suppliers in order to schedule or expedite deliveries and to resolve the shortages, missed or late deliveries, and other problems.
- Developing and monitoring of annual purchasing plan.
- Checking of invoices for accuracy, and authorizing the accounts payable department to issue the payment.
- Conduct regular suppliers' performance evaluations. Build and maintain the Vendors /suppliers' database.
- Maintaining procurement records such as items purchased costs, price lists, delivery time, product quality, supplier performance, and inventories. Maintaining balance records of stores and inventory levels of current stock.

## **ORGANISATIONAL EXPERIENCE**

### **August 2022-Till Date**

**Company:** Indus Trading & Contracting WLL

**Designation:** Procurement Officer

**Responsibilities:**

- Overseeing and supervising all activities of the purchasing department.
- Preparing plans for the purchase of Building, Electrical, Plumbing, Safety Items, equipment and machines.
- Following and enforcing the company's procurement policies and procedures.
- Reviewing, comparing, analyzing, and approving products and services to be purchased.
- Managing inventories and maintaining accurate purchase and pricing records.
- Maintaining and updating supplier information such as qualifications, delivery times, product ranges, etc
- Maintaining good supplier relations and negotiating Prices
- Researching and evaluating prospective suppliers.

### **Nov 2018 - Sep 2020**

**Company:** ELM Projects & Contracting (Turkish Company)

**Designation:** Snr. Purchasing Officer

**Responsibilities:**

- Develop and maintain strong relationships with vendors, subcontractors, and suppliers
- Track and schedule all materials, equipment, and personnel purchase orders
- Open new accounts as needed
- Track inventory levels and manage purchasing activities
- Manage claims and losses
- Review supplier proposals and invoices
- Discuss and analyze material and equipment needs with engineers
- Develop and implement systems to monitor vendor performance
- Attend vendor meetings
- Develop and monitor Purchasing Policies
- Coordinate with staff, operations personnel, and outside agencies to ensure materials, equipment, and services are available when needed.

### **Feb 2014- Oct 2018**

**Company:** Taif ElKhaleej Building Contracting WLL

**Designation:** Snr. Procurement Officer

**Responsibilities:**

- Purchase supply of products/materials
- Determine the lowest cost for products/materials
- Track and record orders
- Receive orders and document arrivals
- Manage supply base
- Analyze market and delivery systems
- Source and interview vendors; negotiate Prices
- Prepare requisitions and purchase orders
- Monitor order expenses, Communicate performances and costs to management
- Organize and schedule procurements in a timely manner
- Operate equipment and follow all safety procedures
- Comply to scorecard measurement system to track value.

### **April 2011 to January 2014**

**Company:** Promer Qatar Contracting WLL

**Designation:** Purchasing Officer

**Project:** Construction of Residential Towers 13A & 13B at Porto Arabia-Pearl Qatar

**Responsibilities:**

- Requisition and Order all Construction items and equipment using guidelines, rules, and policies
- Initiate approves and Processes emergency Purchases
- Prepares and Review Purchase Order
- Prepare and reviews order to verify accuracy and specification
- Processes competitive Procurement and Purchase Orders
- Tracks the status of requisition and Purchase Order

- Maintains and reviews various Purchasing and Procurement reports. Records and maintains files.
- Source and interview vendors; negotiate Prices

**April 2007-March 2011**

**Company: Unique-I Services and Supplies- Qatar**

**Designation: Sales Manager**

**Product: Building and Construction Materials**

### PERSONAL DOSSIER

**Date of Birth** : 27<sup>th</sup> September 1979

**Nationality** : Pakistani

**Marital Status** : Married

**No of Dependents** : Wife and three Children

**Passport No** : AA1757723

**Date of Expiry** : 12 June 2027

**Driving Licence** : Available

**Permanent Address** : A 220 Long life Bungalows  
Gulistan e Jauhar, Block 17, Karachi-Pakistan

**Language** : English & Urdu (Both Excellent)  
Arabic (working knowledge)

### **EXTRA CURRICULUM ACTIVITIES**

**READING & PLAYING CRICKET & Snooker**