

# SABIR ZAHOOOR

**Procurement Officer/ Coordinator**

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## PERSONAL INFORMATION

Date of Birth: 16<sup>th</sup> May 1973

Marital Status: Married

QID : 27358600201

Light Driving License - Qatari



## OBJECTIVE:

To pursue a career with dynamic role in a professionally managed organization, which would provide me ample chance to apply and develop my analytical, quantitative, computer, Sales, Procurement, Administrative and Business skills to ultimately attain a top management position.

## PROFESSIONAL EXPERIENCE

### PAKISTAN WELFARE FORUM

DOHA, STATE OF QATAR

Co-Ordinator

NOV 22, 2019- PRESENT

- Liaison with Qatar Charity regrading Family Welfare, Educational, Health Support (Local Pakistani Community).
- Scrutinized of Deserving Applicants and Collect the Desired Documents as desired by the Qatar Charity.
- Collect all the Documents from the deserving applicants as desired by Qatar Charity and submitted the Case to PWF Relevant Committee for getting the approval.
- Follow up each case from the Qatar Charity.
- Maintained Files of All Applicants cases which is submitted to Qatar Charity.
- Monthly Status Report of Applicants which is approved, rejected and in process and submit the report to PWF Management meetings.
- Developed Check List Documents as required by Qatar Charity and delivered to applicants.
- Any Task assigned by the PWF Management.

### GULF BOTANIC GARDEN

DOHA, STATE OF QATAR

Supervisor of Facility Management

10<sup>th</sup> JAN 2018 – 31<sup>ST</sup> OCT 2019

- Supervising multi-disciplinary teams of staff including cleaning, maintenance, grounds and security.
- Managing Budgets and Ensuring Cost-effectiveness.
- Ensuring that Facilities meet Government Regulations and Environmental, Health and Security Standards.
- Keeping Record how Projects are Progressing.
- Keeping up to date with relevant regulations and legislation.
- Advising Businesses on increasing energy efficiency and cost-effectiveness.
- Handling MEP Team to work Doha Qatar's Prime Locations like West-bay Lagoon, Perl Qatar, Souq Waqif, as Sub Contractor of Qatar Private Engineering Office (PEO).

### SH ABDULLAH BIN KHALID AL THANI (PRIVATE OFFICE)

DOHA, STATE OF QATAR

Procurement Officer

23<sup>rd</sup> JAN 2016 - 26<sup>TH</sup> DEC-2017

- Process purchase requisitions / orders
- Establish and negotiate contract terms and conditions, and maintain supplier relationships.
- Prepare and maintain purchasing records, reports and price lists.
- Work with internal and external stakeholders to determine office needs, quality, and delivery requirements.
- Administer contract performance, including delivery, receipt, warranty, damages and insurance.

### GULF BOTANIC GARDEN

DOHA, STATE OF QATAR

Supervisor of Trading Division & Procurement

1<sup>st</sup> Jul 2010 – 25<sup>th</sup> Dec 2015

- Create & development the distribution network. Increased sales volumes and broadening the range of product.
- Training the sales teams of our distributors, stocks
- checking and reporting to the headquarters,
- Tracking the payment. Coordinating a number of local distributors
- Administrate and processing purchase orders and
- requisitions.

- Negotiating pricing with suppliers to reduce expenditures that resulted in a cost reduction.
- Find & replace wear & tear consumable items.
- Attend end user complain/request for furniture requirement
- Have done Annual Maintenance Contract (AMC) for
- MEP and HVAC with several companies in Doha Qatar.

#### **STEPCO GROUP TRADING & CONTRACTING CO.**

**DOHA, STATE OF QATAR**

##### **Business Development Administrator**

**1<sup>st</sup> Dec 2004 – 5<sup>th</sup> May 2010**

- Develop customer relationships.
- Lead marketing & sales team.
- Estimation & Bidding operations.
- Follow and coordinate for smooth & efficient compliance between sections (Procurement, Contracts, Construction & Accounts Operations)
- Find opportunities /alternatives and reduce cost with
- service efficiency
- Responsibility for business development and exploring potential business opportunities.
- Develop, assess, set, and execute business plan and
- strategies to achieve sales targets.
- Enhance company's corporate image.

#### **TEYSEER INDUSTRIAL SUPPLIES AND SERVICES.**

**DOHA, STATE OF QATAR**

##### **Senior Sales Executive (Electrical Supplies Division)**

**1<sup>st</sup> Jan 2000 – 27<sup>th</sup> Nov 2004**

- Supervise sales team and build “Sales Culture”
- Managing 75 “Executives Account”
- Lead & market new sales promotions
- Implement best sale practices
- Conduct & attend sales meetings with sales team
- Listen to issue and take appropriate procedures

#### **TEYSEER TRADING & CONTRACTING CO.**

**DOHA, STATE OF QATAR**

##### **Showroom Salesman**

**14<sup>th</sup> Nov 1996 – 31<sup>st</sup> Dec 1999**

- Understanding of pricing and proposal models.
- Carry business conversation with customers.
- Assisting in the implementation of company marketing goal.
- Understand clients' requirement, propose
- recommendations and technical aspect as per requirement.
- Maintain showroom inventory, retrieve material against order sheets and propose deliveries to end user.
- Meet company's expatiations and selling targets.

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## **PROFESSIONAL EDUCATION**

**1995-1996**

**BACHELOR OF ARTS (B.A) , University of the Punjab**

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## **PROFESSIONAL COURSES**

- Diploma in Tourism and Travel Agency Management – UK (July – 1993)
  - Product Training of DeWalt High Performance Industrial Tools (March-2000)
  - Motivational Selling (Brain Power Institute), Doha (May-2000)
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## **COMPUTER SKILLS & OTHERS**

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|--|---|
| ▪ Good command on MS Word, Excel & PowerPoint, Outlook, Internet Exploring, Trouble Shooting | ▪ Decision Making & Effective Negotiation Skills. |
| ▪ Fluent in English, Urdu & Punjabi.   | ▪ Convincing Power                                |
| ▪ Fluent in Arabic   | ▪ Analytical Skills                               |
|  | ▪ Business Communication                          |
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**REFERENCE:**

**FURNISHED ON REQUEST**