



YUNUS KHAN

Procurement / logistics officer/Business Development
| Email: yunuskhank969@gmail.com | Phone (QA): +974 71084023|

Professional Summary

I desire to be self-dependent and work with an organization that provides equal growth opportunities through my declaration and hard work. Motivated professional with a strong academic background in supply chain management, eager to apply analytical skills and a passion for cost-efficiency to improve procurement processes. Reliable and hardworking logistics professional with five years of experience where I can process orders, employ proper shipping protocols and manage inventory.

Experience

Senior Procurement officer

Fas fali adiyat trading and contracting, Qatar

Jan 02/2025 – March 02/2026

Facility Management

Efficiently managed end-to-end procurement processes to support facility operations, ensuring cost-effective and timely acquisition of goods and services.

Developed and executed procurement strategies aligned with facility management needs, including maintenance, repair, and operational supplies.

Negotiated contracts and service agreements with vendors to secure favorable terms, quality standards, and compliance with company policies.

Monitored supplier performance, conducted evaluations, and implemented corrective actions to ensure service excellence.

Ensured adherence to budgetary constraints, procurement policies, and regulatory requirements.

Supported sustainability initiatives by sourcing eco-friendly products and promoting responsible supply chain practices.

Procurement / logistics officer

Cambridge trading and services, QATAR

September 09/2023 – December 10/2024

Oversees procurement, sourcing, and contracting of materials, supplies, equipment and services. Implements department procedures and realizing department goals.

Assisting in the selection of appropriate suppliers and contractors, to promote good procurement practice with due regard to sustainability, ethical purchasing standards and costing.

Managed inventory control and distribution processes Coordinated logistics activities with internal departments and external vendors

Implemented cost-saving initiatives resulting in a 10% reduction in logistics expenses

Ensured compliance with shipping regulations and requirements

successfully completed projects with-

- Qatar energy. - Enemec
- Qapco. - Dopet
- Qatar LNG. - Baladna
- M Power. - Lusail Hospitality and services
- NOC. - Hilton
- Total energies. - spie

Purchase coordinator

Doha Johan trading and contracting, Qatar

March 01/2022 – Aug 02/2023

Procurement Management: Develop purchasing strategies, process purchase orders, and ensure timely acquisition of goods and services to meet operational needs.

Supplier Relations: Establish and maintain positive relationships with vendors, negotiate contracts, and evaluate supplier performance to secure quality products at competitive prices.

Education

- Graduated In BBA – Aryabhata College of Management
- Higher Secondary Certificate (12th Standard) - Board of intermediate, Ajmer
- Computer literate (MS Windows, Excel, MSWord Program.)

Certifications

- (Valid Qatar Driving License)

Language Proficiency

- English (Professional Working Proficiency)
- Urdu (Native)

EXPERTISE

- Marketing
- Leadership
- Decision making
- Computer literate MS windows Excel
- MS word program

अनुक्रमांक
Roll No. 860021

क्रमांक
S. No. 2401375

महर्षि दयानन्द सरस्वती विश्वविद्यालय, अजमेर
MAHARSHI DAYANAND SARASWATI UNIVERSITY, AJMER



प्रमाणित किया जाता है

कि आर्यभट्ट इन्टरनेशनल कॉलेज ऑफ टेक्नीकल एज्युकेशन, अजमेर
के युनुस खान
पुत्र श्री मुराद खान एवं श्रीमती इस्लाम बानो को
सन् 2022 की परीक्षा प्रथम श्रेणी में उत्तीर्ण घोषित होने पर

बैचलर ऑव बिजनेस एडमिनिस्ट्रेशन

की उपाधि प्रदान की जाती है।

यह प्रमाण-पत्र इस विश्वविद्यालय की मुद्रा तथा कुलपति के हस्ताक्षर से निर्गमित
किया जाता है।

Certified that Yunus Khan

Son of Mr. Murad Khan and Mrs. Islam Bano
of Aryabhata International College of Technical Education, Ajmer

having passed the Examination of 2022 in the First division,

the degree of
Bachelor of Business Administration

has been awarded to him/her.

In Testimony whereof are set the Seal of the University and Signature
of the Vice-Chancellor.



Apte Shukla
कुलपति
Vice-Chancellor

31st May, 2024