

Mohideen Abdul Khadir

Senior Procurement Officer

Location Preference: Middle East / Europe

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Key Skills

Business Strategy & Execution

Purchase & Procurement

Cost Optimization

Logistics Management

Operational Excellence

Supplier Evaluation/Management

Cross-functional Coordination

Inventory Management

Team Building & Leadership

Soft Skills



Communicator



Innovator



Collaborator



Intuitive

Languages

English



Tamil



Hindi & Malayalam



Arabic



Profile Summary

- A competent professional offering **over 8 years** of experience across Procurement and related operations
- Presently associated with **Golden Chicken Farms Co Ltd, Riyadh as Senior Procurement Officer and logistic Executive**
- Proficient in driving process improvements, and cost control on various process, quality related activities
- Skilled in managing activities involving resource planning, in-process inspection and coordination with internal/ external departments for timely delivery of finished products
- Managed sourcing through identification of cost-effective vendors/ suppliers for procurement to reduce cost
- Resourceful in ensuring suppliers meet service, cost, delivery and quality expectations as well as providing outstanding value in product technology and supplier innovation
- Devised efficient and cost-effective methods of moving goods from one location to another and drove maintenance of customs documentation and clearance
- A team leader with excellent communication, problem-solving and relationship management skills

Timeline

B.Sc., Computer
Bharathidasan
University, Trichy

2006

Rajeh Al Marri & Sons
Company, Al Khobar as
Procurement Coordinator

2011

Saudi Radwa Food Co Ltd,
Jeddah as Procurement
officer (Technical)

2015

M.Sc., IT
Bharathidasan
University, Trichy

2008

Saudi Aramco as Material
Planner/Buyer
Badqe#8098816

2018

Golden Chicken Farms
Co Ltd, Riyadh as Senior
Procurement Officer

Education

- M.Sc. (Information Technology) from Bharathidasan University, Trichy in 2008
- B.Sc. (Computer Science) from Bharathidasan University, Trichy in 2006
- Certified Purchasing Professional - Institute of Supply Chain Management, USA

Technical Proficiency

- ✓ Packages: MS Office. (Word, Excel, PowerPoint, Access)
- ✓ Accounting Tools: Tally
- ✓ ERP: SAP Procurement Management and Material Management, MS Axapta, MS Business Key and PaMMS (Procurement and Material Management System)
- ✓ Scheduling Tools: Oracle Primavera

Work Experience

Since July'18 with Golden Chicken Farms Company Ltd, Riyadh as Senior Procurement Officer (Local and Overseas)

Key Result Areas:

- Identifying purchasing needs and monitoring stock levels; delivering solutions, as needed
- Analysing potential vendors, tracking orders and ensuring timely delivery to ensure excellence
- Evaluating vendor offers and steering negotiations for better prices while ensuring all round compliance
- Directing cost analysis to assist in proactive decision-making; steering maintenance of invoices and contracts
- Coordinating with the suppliers, as needed, to confirm or change orders and with the warehouse staff to ensure all products arrive in proper condition
- Providing customs documents to ensure proper dispatch/delivery of the consignment from Customs to Warehouse
- Assessing material needs as per stipulated objectives; assisting the Purchase Department for cost-effective procurement to ensure proper receipt, storage & utilization
- Drafting purchase schedules / work orders and analysing quotations against pre-set plan for timely procurement
- Driving negotiating with vendors to procure essential materials at reasonable price, quality, delivery & increased volumes; identifying alternate dealers for business consolidation
- Controlling budgeting needs and planning the funds for procurement and sourcing of materials
- Ensuring compliance with set parameters and regulations at all times while steering processes
- Preparing estimates to be used by management for purposes such as planning, organizing, and scheduling work

Highlights:

- Successfully updated internal databases with order details (dates, vendors, quantities, discounts)
- Directed market research to identify pricing trends and proactive assisted in decision-making
- Coordinated with all Product Development Departments to create and maintain marketing materials for sales presentations and client meetings
- Collaborated with Transporter to ensure timely delivery from Arrival Port to Customs
- Since 2018-21 cost saving to the company approx. 10 million SAR this cost saving based on the previous purchase.
- Handling the new Feed mill project at Tebrak and new Processing plant (per day 400,000 birds killing capacity).

Dec'15 – Dec'17 with Saudi Radwa Food Co Ltd, Jeddah, KSA as Procurement officer (Technical local and Overseas)

Highlights:

- Managed the sourcing and vetting of new vendors to meet purchasing needs while ensuring process adherence
- Evaluated supplier performance and coordinated with representatives to resolve identified issues
- Liaison with the production department to maintain optimum inventory
- Drove supplier negotiations and coordinated effectively for timely delivery
- Led the development of new supply source on domestic level as per the company policy and terms
- Follow up the Purchase Requisition from processing plant engineers and warehouse
- Make a negotiation with the suppliers to get a favourable terms and best price
- Prepare the price comparison sheet to choose the best price and better terms
- Follow up the shipment delivery to get it on time.
- Make insurance for EXW and C&F shipments and arrange the forwarder to bring the EXW shipments.
- Maintain the Purchase records for the future corresponds
- Developed LPOs and ensured safe and timely delivery to the warehouse

Jun'14 – Dec'15 with Saudi Aramco, Dhahran, KSA as Material planner cum Buyer, Badge # 8098816 (Under Sponsorship by JAL International Co)

Highlights:

- Ensure to purchase all Proponents and Contractor needs (Materials).
- Preparing the material requirement report for the projects.
- Specialised in purchasing of OEM, OCM (Consumable (Civil), Elec. Instr. & Mech.)
- Spare parts and replenishment of warehouse stock.
- Manage the processing of Purchase Requisitions (PR)
- Requests for Quotation (RFQ), Quote Evaluation and awarding of Purchase Orders (PO) for materials.
- Repeat orders process through SAP B2B.
- Prepare, maintain and conclude purchasing transactions on SAP MM
- Monitor & evaluate vendors' quality & performance and report issues to Vendor Relations Officer
- Special assignment as Buyer for Critical Spare Parts Acquisition Project and Emergency Materials Procurement.

- Procuring the Project materials/ Equipment within the budget by innovative thinking, cost controls and manage consistent billing & collection as per the forecasted plan
- Planning and budgeting of purchase functions, involving cost estimation, contract negotiations
- Liaison with the Project department to maintain optimum inventory
- Liaison with finance department for timely payment of bills
- Effective management of vendor database
- Conducting trainings for vendors to educate them about company's requirements and help them in improving their performance.
- Evaluating vendors & negotiating the price, delivery schedule and terms and conditions with them
- Developing reports on various programs run for vendor development for top management.

Memberships/ Awards

- ❖ Member – Institute of Supply Chain Management, USA.
- ❖ Member – Adirai Cricket Association, Tamilnadu.
- ❖ Ex-Member – JAL International Cricket Team, Dammam, Saudi Arabia
- ❖ Safety Award – Certificate of Appreciation 4,000,000 Man hours on the Saudi Aramco Manifa Project without Lost Time Incident.
- ❖ Ex-Member – Saudi Radwa Cricket Team, Jeddah, Saudi Arabia
- ❖ Member – Golden Chicken Fitness Team, Riyadh Saudi Arabia

Personal Details

Date of Birth: 20th May 1984

Address: Riyadh – Saudi Arabia

Nationality: Indian

Passport No: P3502342

PP Date of Expiry: 1st April 2027

Driving License: India and Saudi Arabia 4-wheeler LW