

MUHAMMAD IRFAN

+966566127431

Address#01:Mangalore-Karnataka-India

Address#02:Yanbu,SaudiArabia

DateofBirth:25/07/1991

irfangundkal@gmail.com

Nationality:Indian

CurrentWork:SaudiArabia



Professional summary

Trust worthy purchaser with expertise in purchasing, procurement, and resource allocation. Excels at building relationships with suppliers, vendors, and clients in order to negotiate better contracts and increase bottom-line profits. Highly skilled

At optimizing inventory levels to minimize costs while ensuring availability of supplies and materials. Collaborates with business leaders to adjust purchases in order to meet company goals.

Dedicated, resourceful, and detail-oriented buyer with experience supporting inventory management initiatives for expansive startup company. Reliable, organized, and efficient negotiator with excellent verbal and written communication skills, relationship building capabilities, and passion for preemptive market analysis. Analytical teamplayer able to excel at coordinating purchase agreements individually or collaboratively to maximize profitability.

Skills

- Purchasing
- Microsoft Excel
- ERP
- Microsoftword,pdf
- Inventory forecasting
- Supply chain data management
- Detail-oriented
- Inventory control
- Store management
- Communication skills
- Exceptional leader
- Team-orientated
- Customer service
- Vendor Management
- Follow-uporders, customclearance.
- Operations
- Shipment clearance

Languages

English, Arabic(Upper intermediate),Hindi.

Kannada, Malayalam, Tamil,

Work History

Purchaser / Operations Executive, 3/2016-Current

Red Sea Cables Company, Saudi Arabia

Purchase Responsibilities

- Evaluate Supplier source through supplier initial assessment & selection.
- Evaluate the key index products on which supplier to be sourced.
- Receiving indents & Verifying purchase requisitions from all departments by comparing items requested to master list.
- Negotiation with vendors as per comparatives on price, quality & services.
- Releasing purchase order, work order & rate contract etc.
- Prepare and maintain annual rate contracts for regular consumables.
- Knowledge of purchasing all types of spare parts, raw material & consumable material.
- Close follow up with vendors to ensure delivery of materials or service in time.
- Maintain up-to-date lists of contractors, suppliers, vendors and pricing arrangements.
- Responsible for shipment transportations (Sea, Land, Air).
- Submittal required documents and cooperate with clearance agent, till shipment reach our warehouse safely.
- Follow up with store team to get GRN (goods receiving notes) on time.
- Create payment req .file with all required docs and submit to finance team.
- Follow-up with finance to make payment before due date.
- Capable of arranging and facilitate the material or tools in emergency requirement.
- Coordinate with all departments and management for smooth functioning of purchasing department activities for achievement of the overall purchasing goals / K.P.I.
- Managing and filing all documents of the purchase in systematic manner.
- To ensure timely updating of all inventory and issue documents.

Operations Responsibilities

- Assist with logistics documentation / delivery tracking and receiving.
- Ensure timely and fast delivery of ordered materials.
- Track order acknowledgement and communicate with responsible person.
- Assist site material controller in preparing material reports.
- Received product shipment and helped the team organizing them in the stock room storage area.
- Communicated with the team leader to discuss about the damaged or returned goods.
- Assisted with day to day operations at ware house.
- Assisted in resolving problems arising at work place.

Education:

B.A.in Economic Mangalore University (Karnataka) - 2013

P.U.C Karnataka Pre-University Board - 2009

S.S.L.C Karnataka Secondary Education Examination Board - 2007

PASSPORTDETAILS:

Passport No: Y6170663

Place of Issue: Bangalore

Date of Issue: 10-09-2023

Date of Expiry: 09-09-2033

IQAMA No.:2377953225 (Transferable)

**PERSONAL
DETAILS**

Name: Muhammad Irfan
- Father's Name: Abdul Hameed
- Date of Birth: 25-07-1991
- Nationality: Indian
- Religion: Islam
- Sex: Male
- Marital Status: Married

DECLARATION

I do hereby declare that the above information is true, correct to the best of my knowledge and belief.

I hope, you will consider my C.V. favorable and call me for an interview with the delegates and prove my worthiness and capabilities. I shall be ever grateful to you at all the time.

Thanking you,

MUHAMMAD IRFAN



Certificate of Appreciation

THIS IS PRESENTED TO

MUHAMMAD IRFAN

For being the star performer during July 2021 in
Supply Chain Dept. (Purchaser)

Given this on 1st day of August 2021 at Red Sea Cable Co. – Saudi Arabia


AHMED SALEH
PLANT MANAGER




RAJESH SETH
MANAGING DIRECTOR