



SHEIKH AMIR

Procurement Officer

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📋 CAREER OBJECTIVE

I'm Seeking a suitable position where there is an opportunity to utilize my experience, knowledge, leadership, communication skill and computer expertise and abilities and to excel in innovative sustainable solution in word of challenges and to execute my duties to the best of my abilities achieve the aims and objective of my employer within the scheduled time frame.

📁 WORK EXPERIENCES

01/2018 – 03/2020
Qatar - Doha

Damasco Trading and Contracting
Administration Officer

04/2020 – 11/2021
Qatar - Doha

Damascino Trading and Construction
Administration Manager

12/2021 – Present
Qatar - Doha

Damascino Trading and Construction
Procurement Officer

Damasco Trading & Construction, QATAR
Administrator officer

- Responsible for providing customer support on any issues within the organization
- Ensuring the process of orders, preparation of correspondence, and fulfillment of customer needs to ensure that the customer leaves satisfied.
- Training the staff of the organization to be familiar and knowledgeable about the products and services offered by the company, and their benefits in order to give full information to countless number of customers on a daily basis.
- Reporting to the Manager on daily, weekly and monthly basis for the operational issues and the updates on the quality of service.
- Answering the phone calls from customers, whether it is for taking orders, resolving complaints, answering queries and providing information.
- Making sure that every customer or client that steps into the organization is attended to in the most professional and polite way possible.
- Ensuring the highest possible standards to achieve the maximum satisfaction of customers.
- Manage schedules and deadlines
- Ensure operations adhere to policies and regulations

Damascino Trading and construction -Qatar
Administration Manager

- Craft and send personalized recruiting emails with current job openings to passive candidates
- Planning and coordinating administrative procedures and systems and devising ways to streamline processed
- Recruit and train personnel and allocate responsibilities and office space
- Monitor inventory of office supplies and the purchasing of new material with attention to budgetary
- Provide general secretarial / administration support to Directors
- Raising purchase orders, expense claims and arranging invoices.
- Participate in tech conferences and meet ups to network with IT professionals

- Compose job offer letters
- Onboard new hires
- Interacting with Suppliers and Clients in the best manners.
- Producing board meeting papers, agendas, and facilities for meetings.
- Organizing external / internal meetings attending
- Promote company's reputation as a great place to work.
- Conduct job and task analyses to document job duties and requirements
- Keep up-to-date with new technological trends and product
- Attending customer's concerns, addressing them to the management, follow up with the solutions

Damascino Trading and construction -Qatar

Procurement Officer

- Research suppliers and vendors that meet the goals of the company
- Evaluating spending operations while seeking ways to improve and enhance the quality of products purchased and the timeliness of deliveries
- Managing procurement budgets, strategies, and payment processes
- Managing direct procurement processes, including the purchasing or obtaining of raw materials, resources, goods, and services for manufactured goods.
- Managing indirect procurement, including the purchasing of goods, services, supplies, and materials needed for daily operations.
- Managing procurement budgets, strategies, and payment processes
- Developing and implementing cost-effective procurement strategies and policies for the purchasing of raw materials, goods, and services.
- Managing the procure-to-pay process, including requisitioning, purchasing, receiving, invoicing, and paying for goods and services.
- Evaluating and strategic sourcing of potential suppliers.
- Collaborating with internal departments to ensure procurement needs are met.
- Optimizing workflows and automation processes to save time and money.



PROFESSIONAL QUALIFICATIONS

2017	Bcom Computer Anwar ullah Degree, From Osaminia University
2015	Intermediate ms junior college, From board of intermediate
2012	Ssc sona high school, from board of secondary education



SOFTWARE KILLS

Operating system	Application	COMPUTING
windows xp, win7, win8.1,win 10-Explores, Java	MS Office (Ms-Word, Ms-Excel, MS-power point) (Ms project)	IT WORK-HARD WARE SOULATION .CCTV



LANGUAGES KNOW

English	Hindi
Urdu	Arabic



STRENGTH

GOOD COMMUNICATION

SELF CONFIDENCE

POSTIVE ATTITUDE

EASY ADJUSTABLE

Strong research skills

Analytical skills

Ability to negotiate contracts

Proficiency in inventor

★ AREAS OF EXPERTISE

Legal research

Document management

Contract terminology

Preparing legal document

Customer and personal

Tenancy Contracts & Document related works (Tender Documents)

in these areas all kind of Documentation & physical handling consultancy.

★ KEY SKILLS

In-depth knowledge of the accounting principles, book-keeping practices.

Proficient to focus on the minute details of the transactions and ascertain high level of accuracy in compiling financial data

Ability to communicate effectively and coordinate work with other staff members for day to day activities

Ability to work under pressure and to deadlines.

Carrying out routine administrative duties like photocopying and filing etc.

Writing reporting and briefing papers and making presentations.

Dealing with incoming emails, faxes and post.

Promoting a professional image of the company.

Involved in recruitment, budgets & accounts, managing junior staff & HR issues.

Attending customer's concerns, addressing them to the management, follow up with the solutions and making sure everything was resolved on time and its best way.

Interacting with Suppliers and Clients in the best manners.