

MOHAMMAD TAUQUEER

H.NO-485 Road No# 01(Kopali Road),

P.O. & P.S.:- (Azadnagar), Mango,

Jamshedpur-831012

Jharkhand (INDIA)

Email: tauqueermohammad1988@gmail.com

Mobile: +91 9006055180 / +91 9031321445

Whats App: +91 9006055180

Skype Id: tauqueermohammad1988@gmail.com

POSITION: MANAGER- SALES & BUSINESS DEVELOPMENT/ OPERATION

Specialization: Fabrication Industries/ Steel Industries/ Cement Industries/
Aluminum Industries/ Scrap Trading/ RMC.

ACADEMIC & TECHNICAL QULIFICATIONS:

- Passed **Matriculation** in 2003.
- Completed **Diploma in Mechanical Engineering** from Ramakrishna Polytechnic Karnataka in 2006.
- Completed **Degree in Mechanical Engineering** from Biju Patnaik University of Technology, Orissa in 2009.
- Completed **Degree in Mechanical Engineering** from Monad University, Hapur (Attested from Kuwait Embassy) in 2016.
- Completed **MBA (Supply Chain Management)** from NEFTU in 2018.
- Completed one year Diploma in **Industrial Safety** in 2007.
- Completed **NIOSH** in 2008.
- Completed **Auto Cad** in 2006.

Training completed

- 1) Handling & Inspection of Hazardous Scrap Materials
- 2) Process Safety Management Awareness
- 3) Safe Working at Height Certification
- 4) Heat Stress Management
- 5) Safe Electric Overhead Travelling Crane Operation & Operator Certification
- 6) Handling of Chemicals & Hazardous Materials
- 7) Fire Fighting Basic.
- 8) Emergency Planning & Response.
- 9) Basic Fire Extinguisher & Building Marshal
- 10) Confined Space Course
- 11) Authorized Gas Tester Course
- 12) Lock-out Tag-out Course
- 13) First Aid Course
- 14) Permit to Work course
- 15) Basic Rigging & Slings
- 16) Ms PowerPoint.

CAREER PROFILES

Total Experiences: 15 Years,

Gulf Experience: 8 Years (Qatar Steel/ Kuwait Steel/ Heavy Machinery Viqa LLC, UAE/ BCPL/ KSPL/ JSPL)

In India (KSPL)

- Worked in KOHINOOR STEEL (P) LTD in Jamshedpur, Jharkhand as a Manager- Sales & Business Development/ Operation from 22nd December 2009 to 04th June 2013.

In Gulf (Qatar Steel)

- Worked in QATAR STEEL COMPANY, Mesaieed Qatar as a Plant Head- Sales & Business Development/ Operation from 15th July 2013 to 04th April 2020.

In India (JSPL, Angul)

- Worked in JINDAL STEEL & POWER LIMITED, Angul (ODISHA) as a Manager- Sales & Business Development/ Operation from 30th July 2020 to 20th July 2022.

In Gulf (Kuwait Steel)

- Worked as a Plant Head in Scrap & Ferro Alloys Yard & Attended Erection & Commissioning & PGT of Metal Recovery & Slag Processing Plant in United Steel Industrial Company, Kuwait (Kuwait Steel) from 24th July 2022 to 10th October 2022.

In Gulf (UAE- Heavy Machinery Viqa Llc)

- Worked as a Plant Manager- Sales & Business Development/ Operation from 14th October 2022 to 19th December 2022.

In India (SIVPL)- Surat, Gujarat)

- Presently working as a Project Manager (Sales & Business Development/ Operation) in ArcelorMittal Nippon Steel, Hazira, Surat, Gujarat through SIVPL from 24th December 2022 till continues.

JOB RESPONSIBILITIES**SALES & BUSINESS DEVELOPMENT (Fabrication/ Steel/ Cement/ Aluminum/ Scrap & Building Materials/ RMC Industries):**

- Working in close relation with the Department Manager/ Administration Manager on implementing sales plans and reaching sales targets in my segment.
- Responsible for supporting, coaching & directing sales personnel to help them meet sales objectives as set by the management.
- Responding to and follow-up sales enquiries by fax, telephone, e-mails & personnel visits.
- Managing accurate and timely market information related to opportunities, competition, changing trends and feed it back to management.
- Responsible for assigned personal and departments monthly/ annual sales targets.

- Visiting customer sites; perform customer service activities, inspects materials, make quotations, sales process & execution.
- Preparing necessary paperwork, prices quotation, monitors tonnages, prepares correspondence, and sales contracts.
- Coordinating with Operations Department on the execution of sales.
- Providing relevant customers requirements/ service expectations related information to management.
- Adherence to company quality procedures and work instructions as per ISO Standards.
- Reporting on weekly & monthly basis sound and sales reports according to company standards.
- Keeping constant contact with clients and developing excellent relationship with customer to ensure high customer service level is always maintained.
- Preparing presentations for clients on all products whenever needed.
- Recognizing problems related to products and reacts quickly and effectively to resolve them in coordination with management and technical staff.
- Representing the company at various community events and/ or business meetings to promote the company.
- Developing a growth strategy focused both on financial gain and customers satisfaction.
- Arranging business development meetings with prospective clients.
- Conducting research to identify new markets and customer needs.
- Promoting the company's products/ services addressing or predicting clients' objectives.
- Developing entry level staff into valuable sales personnel.
- Providing trustworthy feedback after-sales support.
- Identifying opportunities in target markets for organization's products and services.
- Keeping up with the latest industry developments, including market positioning of corporate competitors.
- Building market position by locating, developing, defining & closing business deals.
- Developing negotiating strategies and positions by studying integration of new ventures with company strategies and operations.

SALES & MARKETING (Scrap):

- Responsible for buying & selling Scrap Metal.
- Responsible for generating new sources of scrap metals from the local & International markets (Scrap dealers and industrial Suppliers).
- Gathering appropriate information about the local market for scrap metals concerning cost trends and availability of supply

- Developing strategic plans for new business such as different sources of scrap metals.
- Maintaining good business contacts and positive relations with new and existing customers.
- Visiting customer sites; perform customer service activities, inspects materials, make quotations, sales process & execution.
- Preparing necessary paperwork, prices quotation, monitors tonnages, prepares correspondence, and sales contracts.
- Coordinating with Operations Department on the execution of sales.
- Preparing weekly and monthly sales & purchase reports.
- Preparing a full statement.
- Responsible to collect the accounts receivables.
- Cooperating with other sales team for excellent services to customers.
- Any other duties assigned by Management.

SCRAP & FERRO ALLOYS YARD:

- Responsible for appropriately receiving, storing and managing the scrap metal needed for the company's production purposes.
- Responsible for proper segregation, cleaning processing of scrap following the indications given by Process Responsible.
- Adequate provision of the Melt Shop scrap yard following the indications given by Process Responsible.
- I am running the day-to-day operations of a Scrap Metal Yard. My duty included operating the scale house, heavy equipment operation and grounds man as well as payment for the materials as per weighbridge record.
- Responsible for Truck Scale Operation, Pulpit Operation, Slag Pot Treatment or Pot Changing Operation, Scrap Yard Operation & Slag Yard Operation.
- Responsible for receiving, segregation & grading the Scrap (Heavy Local) coming from local supplier.
- Responsible for receiving, segregation & grading the Cast Iron, Shredded Scrap, & Rod Bar coming from local supplier.
- Responsible for receiving & processing the Scrap metal (Pipes, Cylinder, Light pole, Sheets, Plates & all types of Scrap metal).
- Responsible for receiving & processing the Billets, Cut Rod & skull coming from inside the Plant.
- Responsible for receiving & stacking the Ferro Manganese, Silicon Manganese, Ferro Silicon & Calcium Fluoride.
- Responsible for stacking the Scrap Metals & other materials in assigned area in yard.
- Responsible for supplying Scrap Metal, additives & other materials to the Steel Making Department as per request.

- Responsible for keeping the record of received & supplied Scrap Metal & other Materials through the use of PMMS.
- Responsible for maintaining the earth moving equipment & other equipment for Scrap Metal handling.
- Responsible for planning daily/ weekly/ monthly manpower needs based upon business demands & closely monitors overtime hours.
- Assigning task ensuring efficient allocation of labor maximizing productivity.
- Motivates trains & develops a productive cohesive team.
- Maintains an organized and logical yard operation.
- Managing and maintaining relationships with the public with the ability to resolve any conflicts in way that leads to positive resolutions.
- Responsible for following & utilizing HSE Standard.

RAW MATERIALS

- Responsible for Inspecting and approving incoming materials by confirming specifications, conducting visual and measurement tests, and rejecting and returning unacceptable materials.
- Responsible for Basket Preparation.
- Responsible for receiving, inspecting, stacking & supplying the Raw Material to the EAF as per request.
- Responsible for Auditing and Monitoring quality requirements in accordance with Company quality assurances policies and customer specifications.
- Responsible for conducting inspection at First article, in-process, in-coming & completing the final inspections.
- Perform accurate mechanical, physical & visual inspections of raw materials (like Oxide Pellet, Oxide fines, Lime stone, Ferro manganese, Ferro Silicon, Silicon Manganese, Calcium Fluoride, Metal Scrap, DRI, Caron, Liquid Sodium Silicate, Liquid Oxygen, Liquid Nitrogen), components and sub-assemblies as per inspection plans and specification requirements.
- Initiating non-conformance reports as required.
- Responsible for obtaining samples of Raw materials using appropriate PPE.
- Updating receipt of Raw materials in ERP & SAP system.
- Instructing warehouse personnel to locate materials that have been approved.
- Reading and interpreting COA & SDS.
- Scanning & updating documentation into computer systems.
- Responsible for performing the following test FT-IR, pH, viscosity, color matching etc.
- Assisting in OOS investigations.
- Documenting inspection results by completing reports and logs.
- Updating & maintaining standards libraries for all Raw materials.

- Keeping measurement equipment operating by following operating instructions, calibration requirements, and requesting repairs as needed.
- Maintaining safe and organized work environment by following GMPs, GDPs and other internal procedures and regulations.
- Updating job knowledge by participating in educational opportunities and reading technical publications.

SUPPLY CHAIN & LOGISTICS:

- Responsible for creating the company's supply chain strategy.
- Managing warehouse in compliance with company's policies and vision.
- Overseeing receiving, warehousing, distribution and maintenance operations.
- **Responsible for receiving, inspecting & delivering the materials related with the departments of steel plant like (SMD, RM, DR, Lime Plant, Briquetting Plant, Metal Recovery & Slag Processing Plant & Material handling and Jetty Operation).**
- **Responsible for delivering the Billets, Bars & Sheets, DRI, Lime, Briquettes, Crushed Slag, EAF Dust, Mill Scale, Oxide Fines, DR Slurry, Lime Fines to the Customers.**
- Setting up layout and ensure efficient space utilization.
- Analyzing data from shipping and delivering processes to find bottlenecks & other issues.
- Evaluating & reporting on KPIs.
- Monitoring logistics to make sure they are running smoothly.
- Maintaining supply chain & logistics inventory and records.
- Managing logistics and yard activities for maximum operational efficiency and safety.
- Strategically plan and manage yard, logistics, warehouse and transportation.
- Liaising with maintenance workshop department or vendors for the maintenance of reach stackers, cranes, trucks, trailers and all other assigned yard transport.
- Ensuring that drivers and operators are adequately trained and qualified to satisfactorily perform their duties.
- Responsible for train & guide employee.
- Responsible for planning, organizing and monitoring optimized pipe movement in the yard.
- Liaising with project team for Load in and Load out of heavy cargo.
- Responsible for finding cost effective solutions for supply chain & logistics processes.
- Resolving issues that come up (e.g. delays in delivery, accidents).
- Collaborating with other departments to create coordinated plans for business growth.

- Developing & implementing safety guidelines in all aspects of the supply chain & logistics (like dump trucks, trailer, vacuum truck, earth moving equipment etc.)
- Ensuring supply chain & logistics processes meet legal requirement & standards.
- Responsible for communicate & negotiate with suppliers and vendors to land more profitable deals.
- Researching potential vendors
- Comparing & evaluating offers from suppliers.
- Responsible for negotiate contract terms of agreement and pricing.
- Responsible for track order and ensuring timely delivery, arranging shipment documentations.
- Responsible for customs clearance process and procedure.
- Reviewing quality of purchased products.
- Responsible for enter order details (like vendors, quantities, prices) into internal database.
- Maintaining updated records of purchased products, delivery information & invoices.
- Responsible for preparing reports on purchases, including cost analyses.
- Responsible for monitor stock levels and place order as needed.
- Managing stock control and reconcile with data storage system.
- Preparing annual budget.
- Liaising with clients, suppliers and transport companies.
- Planning work schedule, assigning tasks appropriately and appraise results.
- Recruiting, selecting, orienting, coaching and motivating employees.
- Producing reports and statistics regularly (IN/OUT status report, dead stock report etc).
- Responsible for coordinate with warehouse staff to insure proper storage.
- Attend trade shows and exhibitions to stay up-to-date with industry trends.
- Receive feedback and monitor the quality of services provided.
- Maintaining standards of health and safety, hygiene and security.

SKILLS

- Expertise in warehouse management procedures and best practices.
- Good knowledge of vendor sourcing practices (researching, evaluating & liaising with vendors), knowledge in SAP oracle, ERP system & QuickBooks.
- Hands on experience with purchase material recording.
- Understanding of supply chain & Logistics procedure.
- Work experience as a purchasing officer or purchasing agent.
- Strong decision making and problem solving skills.

- Solid analytical skills, with the ability to create financial reports and conduct cost analysis.
- Negotiations skills.
- MBA in Supply Chain Management.

Materials Planning

- Arranging for the dispatch and delivery of the materials and goods.
- Incoming Material Receipt as per Purchase Order.
- Making sure that material and equipment have the necessary certification.
- Ensuring that relevant stores/ware house/yard personnel are aware of deliveries and that they allocate space for goods on arrival.
- Chasing up supplier to ensure goods and materials are delivered on time to meet business needs.
- Incoming and Outgoing of Raw Material and Consumable entries.
- Maintaining the materials management system.
- Storage and tracking of Material and managing day to day various activities of the stores.
- Preparing reports on materials receipt and delivery and on the performance of suppliers.
- Material arranging and identification.
- Acting as a focal point for suppliers and internal departments for questions about materials scheduling, problems, and the like.
- Coordinate with vendors for arranging materials.
- Documentation and Record Keeping of approved documents as per the law.
- Wrong Supply or Damaged Goods Shipping back to Suppliers and follow up.
- Periodic Stock Taking.
- Co-ordination with freight handling and equipment.
- Safety about Men, Material and Machines (3M).
- Keep track on the vessel for loading and offloading the material.
- Verification of all the material dispatch/ receipts, etc.
- Handling Customer Audits & Complaints.
- Preparation of various inventory reports to meet the management's & Plant daily as well as periodical requirements.
- Ensure that the Material orders, receipts, etc manifests are in order with the actual material.

- Analysis of Internal Rejection and Corrective and Preventive Action.
- Positive Material Testing (PMI) for all type of Metals.
- All type of Scrap and Alloys handling.
- All other Store activities as per company requirements.
- Updating ERP system for assemblers as for rates routes and details.
- Adhere to shipping/receiving and regulatory-compliance procedures
- Dispatch freight for delivery's and arrange for pickups
- Record shipment data such as weight, charges and damages
- Contact carrier representative to make arrangements and to issue shipping instructions and delivery of materials
- Rectify problems such as damages, shortages and non-conformance to specifications
- Document and escalate any customer service issues and/or shipping/receiving errors
- Assist with training of new employees
- Complete safety reports in relation to health and safety issues
- Develop constructive and cooperative working relationships with those on your team, as well as cross-functionally

WAREHOUSING:

- Responsible for strategically managing warehouse in compliance with Company's policy & vision.
- Responsible for overseeing receiving, warehousing, distribution and maintenance operations.
- Setup layout and ensure efficient space utilization.
- Initiating, coordinating and enforcing optimal operational policies & procedures.
- Adhering to all warehousing, handling & shipping legislation requirements.
- Managing stock control and reconcile with data storage system.
- Prepare annual budget.
- Liaising with clients, suppliers & transport companies.
- Responsible for planning work schedule, assigning tasks appropriately & appraising results.
- Recruiting, selecting, orienting, coaching & motivating employees.
- Producing reports & statistics regularly (IN/ OUT status report, dead stock report etc.)
- Receiving feedback and monitor the quality of services provided.
- Maintaining standard of health & safety, hygiene & security.

SKILLS

- Experience in Fabrication/ Steel/ Cement/ Aluminum/ Scrap & RMC Industries.
- Good knowledge of vendor sourcing practices (researching, evaluating & liaising with vendors), knowledge in SAP oracle, ERP system & QuickBooks.
- Professional written and verbal communication with interpersonal skills.
- Ability to motivate teams to produce quality output within tight timeframes and simultaneously managing several projects.
- Computer literate with excellent command of spreadsheet.
- Proven sales track record & ability to build report.
- Strong decision making and problem solving skills.
- Solid analytical skills, with the ability to create financial reports and conduct cost analysis.
- Negotiations skills.
- MBA in Supply Chain Management.

COMPUTER KNOWLEDGE

ERP Oracle, SAP, Share point, Ms Office, Office 360, Spreadsheet, AutoCad.

Personal Profiles:

Name: Mohammad Tauqueer
Date of Birth: 04th March 1988
Marital status: MARRIED
Nationality: INDIA
Languages: ENGLISH, HINDI, URDU & ARABIC

Passport Details:

Passport no – P0079790
Place of issue- DOHA
Date of issue - 06/12/2016
Date of expiry- 05/12/2026

Date: -

Place: -Surat, India.