

**MOHAMMED ZILLULLAH**  
RIYADH, KSA. ♦ Cell No. +966-539677245 ♦ Email: [mohammedzillullah.ksa@gmail.com](mailto:mohammedzillullah.ksa@gmail.com)

To  
The Administration Manager,  
Human Resources Department.

Subject: - Application for the post of **Procurement Professional**

Dear Sir,

I take the opportunity to put forth my application to your esteemed organization. I request you consider my application for the same.

I am dynamic self-motivated and execute my duties with a great sense of responsibility. I always expect to make a positive contribution and prove myself as a hard worker and an excellent selection to the organization, which employs me to perform the responsibilities as my first duty. I am ready to accept any challenge at both individual and group levels. I am an individual with a burning desire to improve at a huge. Self-confidence is an impetus for success. I may immerse myself in the organization's environment for the organization's development within time constraints in a professional manner.

I enclose my Resume for your kind consideration.

Keeping in your view my qualifications, knowledge, experience, and attitude, I am confident that I can fulfill any job assignment effectively and exceed expectations.

Waiting for your interview call.

Thanking you,

**Mohammed Zillullah**

**Mobile No.** : +966-539677245  
**Email Id.** : [mohammedzillullah.ksa@gmail.com](mailto:mohammedzillullah.ksa@gmail.com)  
**Address** : **Riyadh, KSA.**

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## **PROFESSIONAL SUMMARY:**

A highly skilled and very experienced Procurement & Supply Chain Professional with over **24 Years'** expertise in Procurement, Logistics, Commercial, Supply Operations, extensive Global Sourcing, Capital spending, Contracts Management. Sound knowledge about inventory management, warehouse, logistics, sourcing, and contract terms. Familiar with various purchasing activities, reviewing quarterly reports for identifying issues, and recommending possible solutions. Adept at researching, understanding market demands, and coordinating activities to ensure the smooth running of operations. Effective team player with excellent interpersonal skills, experienced in working collaboratively with other members and assisting management in achieving organizational goals.

## **CORE SKILLS & COMPETENCIES:**

<ul style="list-style-type: none"><li>• Supply Chain Management</li><li>• Operation Management</li><li>• Project Management</li><li>• Inventory Management</li><li>• Commercial Contract Management</li><li>• Stakeholder Management</li></ul>	<ul style="list-style-type: none"><li>• Vendor Relationship Management</li><li>• Cost Optimization</li><li>• Procurement and e-sourcing</li><li>• SAP ERP, Microsoft Axapta, Microsoft Dynamics AX2009</li><li>• MS Office Suite (Word, Excel, PowerPoint, Outlook)</li></ul>
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## **EMPLOYMENT HISTORY:**

### **PURCHASING MANAGER:**

**10/2022 – 09/2023**

ARZ FINE FOODS, Toronto, Ontario, Canada.

- Reduced or control operating cost through efficient purchasing practices, confirm that corporate policy is maintained when purchasing goods and services at the best price while maintain quality and delivery requirements.
- Monitoring data management to keep accurate product, contract, pricing and invoicing information.
- Manage invoice reconciliation, interact with accounts payable
- Working closely with suppliers to improve operations and reduce cost
- Ensuring the personal safety and safe working environment of staff.
- Communicating needs & objectives to key personnel in procurement, logistics & distribution
- Obtaining quotes for new required products and also focusing cost comparisons.
- Interface with all departments to facilitate effective communication.
- Successfully handled a team of (07) members, train, review and manage their performance levels based on set objectives.

### **SUPPLY CHAIN MANAGER:**

**06/2016 – 09/2022**

NEW GREEN BAWARCHI RESTAURANT, Hyderabad, Telangana State, India.

- Executing multiple tasks, such as estimating Food & Beverage costs, handling purchasing & supply chain activities, and enforcing sanitary practices for food handling, general cleanliness, and kitchen maintenance. Moving ahead, I assured the efficient provisioning and purchasing of supplies on a cost-efficient basis in cooperation with corporate office staff.
- Boosted and maintained customer satisfaction by 100% through maintaining positive guest service in all areas, promptly responding to complaints, and taking appropriate actions to turn dissatisfied guests into return guests.
- Increased sales and minimized costs, including food, beverage, supply, utility, and labor costs, by maintaining financial compliance to company standards and service levels.
- Weekly meeting with finance dept for supplier payment scheduling and budget allocation and usage
- Confirmed that all financial and personnel / payroll-related administrative tasks were completely accurate and executed on time and in compliance with company policies & procedures.
- Attained optimal outcomes by leading all areas of the restaurant & making final decisions on matters of importance.
- Reduced waste through monitoring portion control and quantities of preparation.
- Weekly & random inventory, product category wise to increase efficiency and accuracy during monthly / quarterly inventory.

### **PURCHASING MANAGER:**

**07/2009 – 02/2016**

CAD MIDDLE EAST PHARMACEUTICAL INDUSTRIES LLC, Riyadh, KSA.

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- Perform defined requirement, assigned by Supply Chain Director according to the department strategy plan.
- Handled a team of (06) members comprising of Procurement Officers, Expeditors, and Purchaser.
- Supervising the whole solicitation process based on the project budget and business requirements.
- Monitor and supervise Purchase Orders issuances / approvals.
- Preparation of Purchasing Unit Budget & ensure that the activities within this Unit is implement & processed as per the assigned Budget.
- Responsible for managing an average yearly purchase budget of USD 200,000,000
- Build and maintain relationships with vendor's & customer to ensure the continuity of Supply & availability, safety stocks, delivery times and order fill rates for all items on the master schedule.
- Collaborate with the sales team in analyzing sales trends, order fill rates/backlogs and customer service levels of various products and developing or updating inventory plans to meet business demands.
- Coordinate with plant managers production plans including both volume and mix aligned to the production capacities and constraints for cost effective fulfillment of market demands.
- Participate in implementing and enhancing various modules - sales, quotation, purchasing, inventory control and warehousing of the ERP system.
- Review market, price, delivery conditions, and trends to determine present and future material availability.
- Work in cross functional team with logistics responsible for preparing draft & pre-Negotiating contracts/orders with Logistics providers.
- Searching for new & competent suppliers to develop a consolidated database to meet current and future needs.
- Manage the purchasing functions with relevant departments and communicate any supply problems which may impact on business operations.
- Monitor RFP's and RFQ's on a regular basis and ensure constant follow-ups in accordance to applicable milestones.
- Monitor market trends, competitor strategies and market suppliers.
- Ensure that a professional and consistent approach is taken in relation to all supplier relationships.
- Attended **CPHI Exhibition in Germany in October 2011 & in India in December 2013.**

### **PURCHASING OFFICER:**

**12/2003 – 03/2008**

OGER SYSTEMS COMPANY LIMITED, Riyadh, KSA.

- Successfully negotiate and follow up with suppliers for the purchase of materials to ensure the lowest total costs
- Interact with a wide range of suppliers on quality, delivery, and invoice issues to satisfy both parties
- Review customer's requirements with Planner's and communicated them to suppliers to successfully meet customer's needs.
- Verified incoming shipments, checking that material received agreed with packing slip specifications and quantities. Rejected damaged goods and arranged for their vendor's return.
- Responsible for editing, placing, and making sure purchase orders (PO's) abide by proper signature levels and follow-up with supplier for on time delivery.
- In charge of ensuring all invoice issues are resolved with the result of the short payment.
- Maintain a positive work atmosphere by behaving and communicating in a positive, supportive and enthusiastic manner.
- Work with core suppliers to ensure that deliveries are kept at a high level.
- Ensure that shipments are handled and processed through proper procurement procedures.
- Handling all types of office machines, like fax, printer, scanner, etc., proficiency in email and internet, Microsoft Outlook, CA Unicenter Service Desk. To coordinate with the Sales Team as upon their request's
- Follow up with the Suppliers
- Hands on experience in ACCPAC CRM Database and Microsoft Axapta Application.
- Follow up with the Finance Manager on the payment issues
- Follow up the Helpdesk System and Reporting to the Senior Management through the Helpdesk System
- To solve the technical issue of the customer within coordination with the Technical Department
- Preparing RFQs, monthly Purchase Order Reports, updating supplier database.

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### **PURCHASING OFFICER:**

**01/1997 – 01/2001**

NASSER SAYEED AL HAJRI CORPORATION, Al Khobar, KSA.

- Complete buying cycle from getting quotation, negotiating prices, selecting the best supplier who gives the best value.
- Purchase materials in a timely manner and at the lowest cost
- Order special products in a timely manner
- Review of purchasing arrangements with suppliers including price, delivery, performance and discounts to achieve reduced supply chain costs to company.
- Purchase items upon request from local market and deliver them to the Purchasing Head.
- Handling all the local purchasing makes the local purchase orders according to the local purchasing plan. Follows-up on the agreements with the local suppliers.
- Establishes and updates a vendor list. Handles negotiations that take place with the suppliers in terms of prices, delivery terms, efficiency and quality as assigned by the Purchasing Manager.

### **SALES & PURCHASING CO-ORDINATOR:**

**09/1993 – 01/1996**

SALEH MOHD. AL HADYANI EST., Al Rass, KSA.

- Back-office Support for Sales Team centrally and remotely as per their requests.
- Establish & maintain strong customer relationships.
- Pricing – Will be responsible for maintaining an updated price list for the sales team & channel partners.
- Maintain updated customer database. Proactively maintain regular contacts with customers to brick wall them and maximize business.
- Have a defined Market, Working, and buying platform at all times to achieve set objectives.
- To prepare the complete Sales Forecast and the Sales Order. The prepared proposal is constantly for the Clients.
- Deal with all the professional documents related to the Sales / Purchasing / Customers / Company official documents / Distributors and Vendors.
- Responsible for all the Vendor's and Distributor's related issues.
- Providing the weekly status of all the received requests.

### **EDUCATION QUALIFICATION:**

Qualification	Institute Name	Year of Qualification
Bachelor of Commerce (Computer)	Kakatiya University	08/2002

### **TECHNICAL QUALIFICATION:**

Qualification	Institute Name	Year of Qualification
Microsoft Certified System Engineer	Microsoft	12/1999
Advance Diploma in Computer Application	Sidra Institute of Computer Sciences	08/1996
Diploma in Basic Electronics & Hardware Engineering	Soft Traks Institute of Information & Technology	02/1996
Diploma in Computerized Office Administration	Datapro Information Technology	09/1992
English Typewriting Higher Grade	State Board of Technical Education & Training	01/1989

### **PERSONAL DETAILS:**

Gender	: Male
Nationality	: Indian
Residence Location	: Riyadh, KSA.
Marital Status	: Married
Date of Birth	: 14/05/1972
Iquama Status	: Transferable
Driving License Status	: Valid KSA Car Driving License
Languages Known	: Fluent in English/Hindi/Urdu/Telugu/Arabic