

# MOHAMMED JEELANI

Doha, Qatar  
+974 55374561  
jeelani1512@gmail.com  
<https://www.linkedin.com/in/mohammedjeelani55374561/>



## PROCUREMENT OFFICER / SPECIALIST

### Career Summary

Twelve years of combine experience in the manufacturing, Farming, Bookstore industries within the GCC and six years in FMCG retail buyer management, I have a robust background in high-volume purchasing, receiving, invoice approval, inventory management, and procurement of food and supplies for factory establishments. My expertise also spans both the back-end and front-end of the food industry and baby care sectors, culminating in a total of eighteen years in the industry.

**Key Accomplishment:** Analyzed relevant data and conducted assessments to support decision-making regarding suppliers and pricing. Sourced alternative products to replace existing ones, resulting in a 20% reduction in company expenses. Managed the pending invoice file by collaborating with Accounts Payable to resolve pricing discrepancies.

### Skills

**Software skills:** SAP-B2, Oracle ERP, Alpha ERP, Odoo WMS, MS Office.

**Soft Skills:** Communication, Collaboration, Interpersonal, Delegation, Leadership, Organization, Motivation, Management, Innovation, Observation, Critical Thinking, Team-Building, Time Management.

**Hard Skills:** Negotiations, Risk Management, Financial, Relationship management Data Entry Management, Inventory Management, Staff Management, Quality Control, High level of attention to detail.

### Work Experience

#### GULF FOOD PRODUCTION WLL, (RAWA)

#### Senior Procurement Officer – 10/Sept/2022 to Current ( 2 + Year )

##### Job Profile:

- Conducting monthly reports for the department head and supervising the purchasing activity.
- Creating schedules and determining plans for the organization's purchasing of raw materials, product packaging, consumables, machinery & others.
- Analyzing invoices and orders for the department head's approval, including analyzing warehouse stock to MSL (Minimum Stock Level).
- Operating software to place orders, manage shipments, and follows supplier payments to maintaining accurate purchase and pricing records
- Updating supplier information such as credibility, delivery time, prices, quality etc.
- Maintaining good supplier relations and negotiating contracts.
- Sourcing and evaluating suppliers and products per standard procedures and policies of the organization and adhering to best practices.
- Implement the use of market intelligence to identify opportunities for savings and cost reduction.
- Assistance and guidance for colleagues in critical, challenging circumstances regarding the import of supplies.

##### Achievements:

- Renegotiating on potential raw material and packing items to decrease procurement expenditures by 7% to 15%.
- Awarded as Employee of the Month Jan-24.

ASAK GROUP Co. – (IBN BOOK STORES & ATHBA FARM) - Doha, Qatar

**Senior Procurement Officer – 06/2015 to 09/Sept/2022 (7 Years 3 Months)**

Job Profile:

- Act as Point of Contact (POC) purchase operations (local & international) by initiating, coordinating, and enforcing the program.
- Accurately researched and created detailed purchasing reports such as vendor pricing analysis.
- Engaged in all aspects of purchasing including: generating and expediting purchase orders for procurement; maintaining, tracking, adjusting inventory; as well as reconciling and approving invoices.
- Directly involved with different department of the managements, finance, QC, Engineers and Production.
- Keeping track of delivery, transit shipment arrivals (Ex: ETA, defects, time of deliveries & storage) and conducting related audits.
- Maintained quality assurance through storage, and rotation of consumables items, gift items, raw Materials, eggs, and packing and hygiene materials to avoid spoilage and to control waste.
- Established, organized and maintained a filing system of official material and records.
- Identified opportunities for continuous process improvement and recommend actions to minimize expenses and maximize profits.

Achievements:

- Consolidated supplier base by 30% through the elimination of subpar suppliers while improving total cost and efficiencies.
- Maintain strong vendor relationships, achieved cost savings, and negotiated contracts for key categories: Packaging (7%), Janitorial Supplies (12%), Medicine & Vaccines (11%) & Retail Stationary Supplies (5%).
- Aggressively worked to achieve significant cost savings through sourcing new suppliers and negotiating with the existing. Sales of our product increased by over 30% due to lower COGs.

BATTERJEE GROUP OF INDUSTRY, JEDDAH, KSA

**Logistic Coordinator cum Accountant/Administration – 01/2012 to 08/2014 (2 Years 7 Months)**

BHARAT PETROLEUM CORP. LTD., INDIA

**BPCL in & out Managing in Charge retail store - 2006 to 2011 (6 Years)**

## **Education**

Osmania University, Hyderabad

**Bachelor of Commerce – Graduated (April 2009)**

## **Certifications**

Integrated Management System – Talent Consultancy Services. Qatar

**ISO9001:2015 – ISO14001:2015-ISO45001:2015 (20-21)**

**HACCP Level 3 Training (July 2020) – Talent Consultancy Services. Qatar**

## **Personal Details**

**Language – Urdu (Native, Fluent)**

English (Fluent)

Hindi (Fluent)

Arabic (Intermediate)

**Driving License - Issued by Qatar**

Date of Birth – 25<sup>th</sup> June 1987

Permanent Address – Kareem House, H.No 18-13-6/88/36 (Hashamabad, Hyderabad, Telangana - India)