



UMMER SEMEEL

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PROFESSIONAL SUMMARY

Skilled procurement professional with proven success in developing procurement plans that maximise cost effectiveness and increase purchasing power. Experienced in advising and guiding management teams to support decision-making.

WORK HISTORY

Coordinator 07/2023 – 04/2024 **Qatar Olympic Committee (World Aquatics) - DOHA, QATAR**

- Preparing lodging for the team
- Purchasing transportation
- Distributing team news to the media
- Creating emergency contingency plans
- Maintaining social media platforms
- Maintaining the security of spectators and players
- Inspecting the facility
- Engaging fans
- Marketing ticket sales
- Delegating preparation tasks to other workers
- Coordinating media coverage

Senior Clerk, 01/2021 - 02/2023

Hamad Medical Corporation

- Creating Health Card for Quarantine Hotel Facility and Abu Samra Border
- Admission and Transfer all Patient from Home Quarantine and Abu Samra Border
- Support all Quarantine Hotel Facility (Admission, Transfer & Discharge)
- Support HMC Facility to discharge quarantine Patients
- Discharge all patients after Hotel and Home Quarantine
- Support HMC (BIU) (Admission, Transfer & Discharge)
- Coordinates with different sectors of ministries such as MOPH, MOI and Supreme Committee
- Update protocol for patient and guests (VIPS)
- Handles Ehteraz related queries and issue such as discharge date, quarantine protocols and exceptions
- Send reports to Ehteraz management regarding Hotel discharges, Ehteraz issues, quarantine breach
- Deployed in Ministry of Interior of Ehteraz Technical Support, inquiries and send reports to officer of MOI
- Send vaccination inquiries to MOPH for updating in system.

Assistant Procurement Manager, 01/2017 - 12/2020***Trans World Trading & Contracting Co***

- Consults with users to develop specifications; makes recommendations regarding purchases
- Prepares and processes requisition forms; recommends vendors
- Verifies budget codes and availability of funds
- Contacts and receives informal quotes from appropriate vendors; compares costs and evaluates quality and suitability of equipment, materials and supplies
- Coordinates purchasing details with vendor and Purchasing Department, including pricing revisions, order cancellation and invoice discrepancies
- Prepares requests for removal and disposal of surplus items
- Resolves problems and issues arising from purchase of services, supplies and equipment related to computers
- Creates complex original draft correspondence; composes and prepares reports, memos forms
- Agendas , directories, tables and meeting minutes
- May provide budget assistance to faculty and staff
- Coordinates activities for variety of meetings, conferences, committees and special projects; Attends meetings, takes notes and prepare minutes
- Maintains department's financial records
- Coordinates various administrative tasks within assigned department
- Develop and implement purchasing and contract management instructions, policies, and procedures
- Meets with vendors to negotiate improved pricing, product quality, and delivery
- Negotiating and supervising supply contracts and formulating policies with suppliers
- Participate in development of specifications for services, equipments, products, supplies or substitute materials.

Procurement Officer, 04/2006 - 12/2016***Trans World Trading & Contracting Co***

- Resolves problems and issues arising from purchase of services, supplies and equipment related to computers
- Creates complex original draft correspondence; composes and prepares reports, memos forms
- Agendas , directories, tables and meeting minutes
- May provide budget assistance to faculty and staff
- Coordinates activities for variety of meetings, conferences, committees and special projects; Attends meetings, takes notes and prepare minutes
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Channel Sales Officer, 03/2005 - 04/2006***M/s. MetLife India Insurance Co.Pvt,Ltd***

- General Office Administration
- Coordinating business meeting with clients
- Preparation of minutes for meeting
- Business Correspondence
- Co ordination of Sales Executive
- Customer service

Sales Executive, 01/2002 - 05/2003

M/s. Dhanalakhmi Bank

- Customer Service for banking Enquiry
- Sales of Bank product like saving accounts, Current accounts and Corporate accounts
- After sales service for bank products

SKILLS

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|-------------------------|-------------------------|
| • Contracts development | • Routing |
| • Persuasive negotiator | • Process Development |
| • Excel proficiency | • Procurement expertise |
| • Budget analysis | • Reporting knowledge |
| • Coordination | • Document preparation |
| • Schedule development | |

EDUCATION

ICFAI University, INDIA, 01/2003 - 01/2006

MBA: Marketing - MASTER OF BUSINESS ADMINISTRATION

UNIVERSITY OF CALICUT, INDIA, 01/1999 - 12/2002

B.COM: COMMERCE - BACHELOR OF COMMERCE

**ADDITIONAL
INFORMATION**

- Visa Status : , Work Visa (Transferable)

LANGUAGES

English:

Fluent

Hindi:

Fluent

Tamil:

Fluent

Malayalam:

Native