

## CURRICULAM VITAE



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### **Proficient Summary:**

As a young energetic Procurement/Inventory/Supply chain Professional having experience 13+ years and able to work on own initiative and a part of a team. Proven leadership skills involving to manage, develop and motivate team to achieve the planned objectives. Excellent analytical problem solving skills, dedicated to maintain safety and Quality at the world class highest level and specializing in corporate development and strategic planning.,

### **Professional Skills:**

Strategic Procurement and sourcing, Inventory & Material Control, Cost reduction & Saving, Vendor long term relationship management, New Vendor development, Team player & Management, Effective Master Negotiator, Contract management, Logistics Supervision & Coordination., etc.,

### **Software Skills:**

ERP SAP, MS Excel, MS Word, MS Power point, MS Outlook, Auto Cadd, etc.,

### **Professional Certifications:**

CISCP (Certified International Supply Chain Professional) International Purchasing Supply Chain Mgnt. Inst. - Lewes, Delaware, USA  
CISCM (Certified International Supply Chain Manager) International Purchasing Supply Chain Mgnt. Inst. - Lewes, Delaware, USA  
Certified Logistics & Supply Chain Management professional, Blue Ocean Academy, KHDA - Dubai, UAE  
Advance training in Logistics & Supply Chain Management, Blue Ocean Academy, KHDA - Dubai, UAE

### **Online E- Learning Certifications:**

Supply Chain Management Strategies, Negotiation to Win Simulation, Budgeting & Controlling Cost, Inventory management, Marketing Management, The Master Negotiator, Overview of Logistics Management, Strategic Management - Planning, Financial risk Management, Harvard - Managing upward, Harvard - Team Management, Warehouse Safety, HAZMAT - Transportation V2 - Part - 1, Exploring Self Development - Skills Soft., etc.,

### **Qualification:**

2003 Completed - Diploma in Mechanical Engineering - 1<sup>st</sup> Class Honors @ RVS Polytechnic & Engg. College, Dindigul, T.N, India.

**Language Known:** English, Hindi, Urdu, Tamil, Arabic.

**History of Experience: Purchase Officer** (From November 2008 - July 2020)



(M/s. ABG/ Ultra Tech-Star Cement Co LLC - Dubai/Abu Dhabi/Ras Al Khaimah - UAE & Bahrain, ISO certified company)

Following are my duties/responsibilities:

- Once Requisition PR/SR assigned to us, check the availability of Material with us to maintain the optimum inventory level
- Ensure the technical data of specified material with concern user dept.

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- Generate RFQ/RFP for specified material with strategic sourcing of different suppliers in the market thr' SAP
- Floating RFQ/RFP to suppliers with detailed techno commercial data thr' SAP
- Evaluate the Material Bid/service Proposal with our PR/SR to meet our organization requirements
- Effective Negotiation with Vendors to meet Win-win relationship thru "VendX" Reverse Auction more than 50k+
- Vendors participation in online reverse Auction after getting authorized Invitation from us thru "VendX"
- So Far saving Cost with procurement team during Project/Plant operation nearly **AED 5 Million+**
- Preparing the QCS with Techno-commercial data thru SAP and L1 Bid awarding to Vendors including VAT.
- Maintain Incoterms for Import procurements/Shipment/port Clearance without demurrages
- Preparing Rate Contract for Material/Service Jobs and AMC for maintenance Work with detailed scopes
- During Shutdown arranging to Supply of skilled Manpower to meet our requirements in-order to finish Jobs.
- Releasing the formal PO/SO's to Vendors with order acknowledgment
- Cope up with lead time and sent Monthly/Weekly/Daily reports of Purchase/Material dept. to HOD-GM
- Following with suppliers to deliver the respective material on time as/PO terms/Conditions
- Conduct MOM Weekly/Monthly agenda with priority wise/time line
- Once respective Material received on time, conduct Material Inspection with user dept.
- Once approved with user dept. proceed with GRN and taken to stock to maintain inventory level
- Material Issued with reservation to concern dept. maintain each/every material transaction in SAP
- Certified documents send to Contract/Accounts dept. for payment process thr' online without delay
- Evaluating the Suppliers Services by Vendor rating techniques/parameters thr' SAP
- Annual performance vendor meeting arrangement for long relationship management with Suppliers
- Analyzing/Creating Material Master as per Specifications in MDRM/Upload In SAP with monthly reports
- Vendor Evaluation Report preparing in SAP by Material Vendor Wise/Service Vendor Wise
- Due payment follow up with Accounts Dept. by arranging for Domestic, Import, Service & Rate Contract /AMC, PO'S etc.,



**KH GROUP** (KH Group - M/s. Rabia Leather industries, ISO certified company – Chennai, Tamil Nadu - India)

### **Executive Cadd** (From January 2005 – April 2008)

- Preparing Bill of Materials as per approved Client Drawings
- Creating New dimensions of specific product to meet client requirements
- Get approval from line manager to Dept. Head to proceed for further Inspection
- Reduce time/Qty of rejection process thr' patrol inspection
- Once inspection passed with final dispatch preparing the Invoice with shipment/port details
- Documents/Drawing proceed for approval with line manager to Dept. Head
- Submit monthly reports of material inspection/Drawings approved master list.



**MARAICA INDUSTRIES** (M/s. Maraica industries, ISO certified company – Chennai, Tamil Nadu - India)

### **Tool Room Asst. Eng'r.** (From May 2003 - January 2005)

- As a energetic fresh tech. Engr worked as a tool room Ass. Engr in new tool development Div. for designing the Tools/Dies
  - Prepare/ design the specified tools in Cadd as per drawing
  - After designing the product ready for making dies/punches
  - After finished product the material moved for inspection
  - Once initial inspection passed proceed with final Inspection
  - Once it is passed final then ready for dispatch to client warehouse
  - Making monthly reports for finished goods as designed/making product/passed inspection goods.
  - To maintained world class high standard quality of material to meet our following customer requirement
- (LUCAS TVS, DELPHI TVS, SUNDARAM CLAYTON)



**Declaration:** I hereby declare that the above-furnished details are correct and true to the best of my knowledge and belief.

Mohamed Munavar Hassan