

SHAHID MAHAMOOD

PROFESSIONAL SUMMARY

- Knowledgeable, well-organized and detail-oriented Procurement Officer offering proven record in field and over 8 years of related experience. Helped the organization to achieve the JCI Accreditation. Keeps meticulous records, tracks shipments and works with suppliers to resolve various issues. Confidently approach new vendors and vet at all levels to check pricing, delivery structures and product specifications. Diligently review paperwork and bills to maintain accurate accounts.

EXPERIENCE

Khorfakkan Hospital, Khorfakkan, Sharjah, UAE, Jan 2014 - Current
Procurement Coordinator

- Achieved cost effective procurement outcomes by establishing strong relationships with vendors and partners and negotiating well.
- Reviewed arriving shipments to verify proper fulfillment and goods' compliance with established specifications.
- Verified accuracy of suppliers' bills against original purchase orders to avoid billing errors.
- Completed assigned tasks with little or no supervision.
- Used good organizational skills to manage workload.
- Maintained good working relationship with co-workers and management.

Khorfakkan Hospital, Khorfakkan, Sharjah, UAE, Jan 2015 - Aug 2018
Store Keeper

- Stocked shelves in an efficient and organized way.
- Organized and maintained stock orders prior to shelving.
- Adhered to safety and sanitary guidelines.
- Monitored store inventory levels and ordered new stock to prevent shortages.

EDUCATION

July 2022

Chartered Institute of Procurement and Supply (CIPS)

Zabeel International Institute of Management and Technology, Dubai - UAE

Currently pursuing the course.

June 2015

MBA

Finance

Jaipur National University, Fujairah, UAE

April 2013

Bachelor of Commerce

University of Calicut, Kozhikode, India



CONTACT

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SKILLS

- BILL VERIFICATION
- SHIPMENT REVIEW
- ORDER PREPARATION
- COST CALCULATION
- FILE MAINTENANCE
- MATERIALS PURCHASING
- MOTIVATION
- COORDINATION
- ORGANIZATION
- VERBAL COMMUNICATION
- COMPUTER SKILLS
- EFFECTIVE COMMUNICATION AND NEGOTIATION

LANGUAGES

English
Advanced

Hindi
Intermediate

Arabic
Conversational

Malayalam
Native

REFERENCE

- Abdalla Ibrahim Abdalla Alrayssi
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