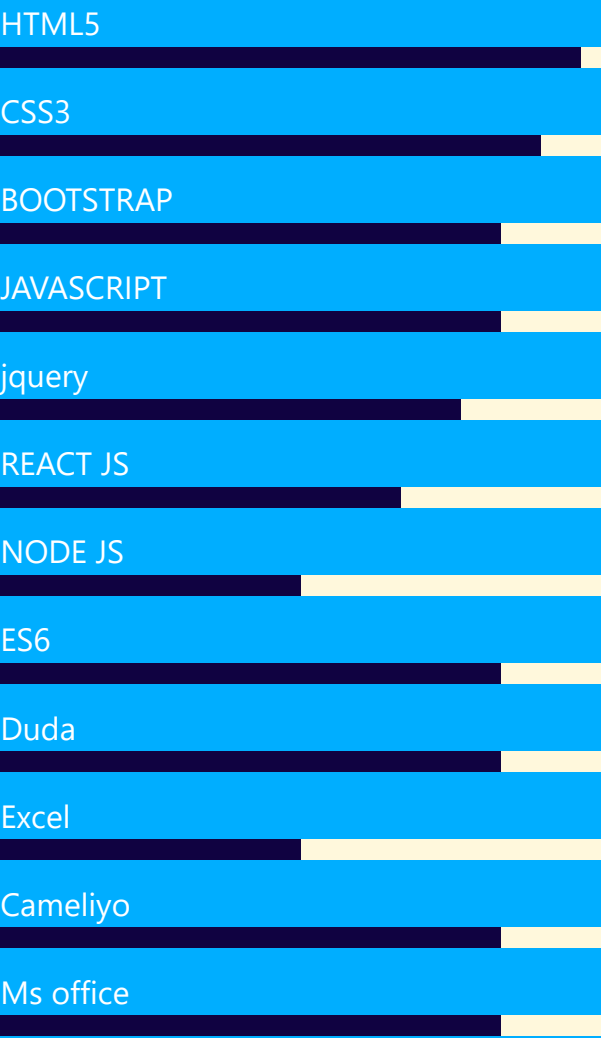




CONTACT

🏠 - Al Ghail, Ras al Khaimah UAE
📞 +971 588633174
✉️ mohammadnawaj78@gmail.com

SKILLS



LANGUAGE

English
Hindi
Urdu

Hobbies

Playing cricket
Riding Bike

Visa Status

Visit Visa
valid till March

MOHAMMAD NAWAJ

Procurement Supervisor & System Engineer
Fully Vaccinated of Covid-19

SUMMARY

Seeking a challenging position in a Progressive organization that will effectively utilize my knowledge and expertise,where i can grow with organization and prove to be an asset for its effective functioning be a team player for the achievement of organizational goals and its success.

PORTFOLIO

<https://mdnawaj78.github.io/Mohammadnawaj/>

WORK EXPERIENCE (Total exp. 3 years)

Procurement Supervisor at Adaan Digital Solutions Pvt Ltd
(ITO,New Delhi,India.)

From 25.02.2020 to 20.10.21

RESPONSIBILITIES

- Support the implementation of appropriate SAP-P2P processes, the related procurement and materials management policies.
- Assist with analysis and documentation of business processes as they pertain to the effect of services being procured.
- Oversee activities that implement inventory and investment recovery practices.
- Lead an international team of Purchasing Agents dedicated to Spare Parts purchase orders creation.
- Review processes and deliverables ensuring high standard service level with continuous improvement focus.
- Monitor internal customer adherence to procurement Principles & Practices and processes within the assigned scope.
- Monitor the implementation of sourcing strategies and processes across local market/cluster.
- Conduct buying and post-order management activities ensure proper handling and resolution of procure-to-pay exceptions.
- Determines method of procurement such as direct purchase, quotes or bids.
- Participate in the preparation and review of bid proposals and the negotiation of contracts within budgetary limitations.
- Develop business relationships with Affiliates and Stakeholders.
- Define scope of work, set priorities, review planning and control performance of the team.
- Monitor team workload and effectiveness to meet internal customer requirements and ensure timely delivery of the activities.
- Participating in team-building exercises.

System Engineer at AMS degital solution(Noida,India.)

From 15.02.2018 to 10.10.19

RESPONSIBILITIES

- Managing and monitoring all the systems that are installed.

- Test and maintain the operating systems, system management tools, and application software.
- Design complex and efficient process systems.
- Take proper security measures for the systems.
- Be ready with the backup in case of any urgencies.
- Write custom scripts to increase the efficiency of systems and this could reduce human intervention.
- Provide different levels of support to the team.
- Process orders, applications, and forms.
- Risk management for the critical issues.
- Manage a team of customer service representatives in dealing with complaints and inquiries. This will depend on the size of the company.
- Identify tasks critical to keeping customer satisfaction levels in check.
- Ensure maximized productivity and minimized costs.

Certification

Web Designer (Ducate Noida) 2019

RPA- Robotic process Automeation from Udemy.

Education

Bachelor of science (IGNOU) 2019

Completed with first class

Deploma in Advance Hospitality and Administration

NCHMCT (2015-2018)

PERSONAL DETAILS

- Father’s Name:- Mohammad Jawed
- Date of Birth:- 20-05-1994
- Gender:- Male
- Marital Status:- Single
- Nationality:- Indian
- Passport No:- L6444099
- Passport issue:- 26/11/2013
- Date of Expiry - 25/11/2023

DECLARATION

I hereby declare that all the information stated above is true and complete to best of my knowledge.

Place: DUBAI

Date:

Mohammad Nawaj