



CONTACT

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SKILLS

HTML5



CSS3



BOOTSTRAP



JAVASCRIPT



jquery



REACT JS



NODE JS



ES6



Duda



Excel



Cameliyo



Ms office



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. I will 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 digital 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