



ABDUL MUQEED KHAZI

Strategic Procurement Professional | Information Technology | Telecom infrastructure | Steel Structures Industries | Oil & Gas Sector

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SUMMARY

Highly experienced **Senior Procurement Supervisor** with over 12 + years of expertise in managing IT Products purchases, coordinating with internal departments, and ensuring efficient procurement processes. Proven track record of developing and implementing IT contract service management processes and maintaining satisfactory audit ratings. Seeking to leverage extensive experience and skills to contribute effectively as a Senior IT Procurement Officer

Strategic ability in striking excellent coordination with all involved divisions within the organization including planning, logistics and warehouse management; **exhibited excellence in effectively handling cost-effective supply chain solutions**. Expertise in **globally procuring items, material management & supply planning** and executing cost saving techniques & system implementation measures to achieve substantial reduction in expenditures. Skilled in managing category sourcing activities through budgeting and planning of the funds; minimized transit cost through proper utilization of resources & packaging techniques. Exceptional **negotiation & relationship building skills** combined with sound commercial and business acumen.

KEY EXPERTISE

Procurement Operation Plan (POP)	Strategic Sourcing	Risk Management
Supply Chain Management	Vendor Management	Inventory Management
Order Management	Material Planning & Control	Cost Reduction
Logistics Management	Category Sourcing	Documentation & Reporting
Performance Monitoring & Evaluation	Supplier Quality Assurance	Team Management

EDUCATION

- **Bachelor of Computer Application (BCA) - Albedo School of Technical Education – India.**
- **Polytechnic Diploma in Computer Science and Computer Engineering, Board of Technical Education Bangalore – India.**

Trainings Attended

- Sourcing Process and Management | Negotiation Skills | Inventory Management | Advance Excel | Quality Management System and Health Safety

SIGNIFICANT ACCOMPLISHMENTS

- Consistently rated highly and far-exceeding employee in the organization annually in overall company success and growth
- Implemented ISO 9001:2015 Standards for Procurement and Warehouse Dept. including the procedure and forms
- Implemented companywide ERP System including categorizing the materials and assigning the Item codes for each and every item
- Proactively identified new strategic suppliers, which helped in saving costs to the company
- Worked closely with Supply chain manager to develop and implement the procurement and warehouse process within the organization to streamline the procurement activity, create spend visibility and improve strategic sourcing,
- Developed inventory tracking systems, reviewing levels of supplies, ordering new materials, and performing a daily analysis
- Developed high-level documentation process of daily deliveries and shipments to update inventory.

EMPLOYMENT DETAILS

From March 2020 to Till date: Kinetic Engineering Company LLC, Abu Dhabi, UAE | Senior Purchasing Supervisor/ Supply Chain Supervisor

March 2020 – Till Date as a Senior Purchasing Supervisor/ Supply Chain Supervisor

- Implementing purchase / procurement strategies for localization of materials and ensuring the same align with requirements and accordingly placing the purchase order & following-up for delivery with cross-functional teams
- Ensuring cost control within budgeted parameters and actively participating in vendor development/ evaluation process

- Identifying & developing potential vendors locally & globally for achieving cost effective purchases of raw materials and finishing goods after conducting landed cost analysis
- Develop and maintain standard forms for all types of procurement activities including RFP's, RFQ's, PO's, Blanket agreements, etc.
- Conducting cost analysis to control costs and devising procurement plan to achieve project cost optimization and support the estimation and business development team to cost the projects bids appropriately
- Examining all procurement requests for completeness and identification of services/commodities required & established requirements
- Effectively negotiating with different client, consultants, statutory bodies, third parties and stakeholders on a regular basis
- Build the relationship with internal and external stake holders, business review meetings, workshops etc. to discuss current & future matters in order to align company's objectives and strategies
- Leading dept. in all audit requirements and reporting related to Procurement activities as required by the external auditor and QHSE teams
- Taking periodic updates with stakeholders to ensure understanding of ISO 9001:2015 compliance procedures
- Leading procurement lifecycle using the companywide ERP system while adhering to ISO 9001:2015 requirement
- Allocating resources for orders received from the company and ensuring its implementation and achieving sourcing targets

From Mar 2015 to Dec 2018: Al Babtain LeBLANC Emirates, Abu Dhabi, UAE - A Group of Al Babtain Power and Telecommunication Co. | Procurement Supervisor

March 2015 – 2018: Procurement Supervisor

- Managed IT Products purchases, ensuring timely delivery and adherence to budget constraints.
- Coordinated with internal departments and buyers to track, measure, and evaluate service performance.
- Developed and implemented IT contract service management processes, ensuring compliance with contractual terms and conditions.
- Conducted supplier research, analyzed potential suppliers, and managed the overall supplier qualification process.
- Prepared tender documentation and facilitated tender processes in coordination with the IT department.
- Ensured error-free processing and maintained proper documentation for reference and audit purposes.
- Provided daily supervision and support to the procurement team, ensuring efficient workflow processes.
- Troubleshooted procurement issues in real-time, ensuring minimal disruptions to operations.
- Implemented procurement best practices to enhance efficiency and cost-effectiveness.
- Developed and maintained relationships with key suppliers, fostering collaboration and driving cost savings.
- Managed IT inventory and facilitated the procurement of IT equipment and services.
- Planned funds for procurement and sourcing of materials while ensuring optimum utilization of materials, maximum cost savings & meeting anticipatory orders
- Developed all subcontractors and managing their contracts and there KPI's for on time delivery of projects
- Handled new vendor development, price negotiation, PO releasing, material delivery follow-up, invoice approvals and payment
- Analyze and implement inventory control processes within supply chain department
- Conducted Review Meetings with Production & Planning Department for project material requirement to meet the production schedule; liaised with Design, QC and User Department to get the material as per technical requirements.

From Jul 2010 to Jan 2015: BSW-Soft Pvt. Ltd Bangalore, India Procurement & Technical Sales Engineer

March 2010 – 2015: Procurement & Technical Sales Engineer

- Bsw-soft Pvt. Ltd was partner with Lensec PVMS for entire India
- Procurement activities of Projects involving Vendor Identification, Price Negotiations & Order Finalization.
- Import equipment & materials like CCTV IP Cameras, VMS Software, NVR's (Software & Hardware Based) for project work.
- Project materials Imported from various countries and for all these materials, custom clearances handled individually.
- Continuous assessment of approved Vendors Handles approval of prospective Vendors
Coordinating and planning for demonstration of IP cameras, VMS software's training programs, induction and product training.
- Liaising with External Authorities & Regulatory bodies for attaining approvals & ensuring seamless operations.
- Monitor employee performance by way of productivity reports & take corrective of Performance Improvement Plans.

PERSONAL DETAILS

DOB: 14th Nov 1984 | **Marital Status:** Married | **Visa Status:** Employment Visa – Valid Jun-2026 | **Driving License:** India & UAE | **Nationality:** India