



MOHAMMED HASIR

PROCUREMENT OFFICER



CONTACT

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Email: hasirkoyas@gmail.com

Country of Residence: Qatar (Visit Visa)



PROFILE

Be a part of one of the leading diversified companies and experience stability, job satisfaction, professional growth and achieve the maximum potential! Build a career in the domain of information technology, where I can make significant contributions towards a company's immediate and future goals.



SKILLS

MS Office, Adobe Photoshop, Computer Literacy, IT Knowledge, Quick Learner of Software System, Team Work & Organizational skill, Ability to Negotiate and Prepare Reports, Data Entry, Designing.



EDUCATION

- BACHELOR OF COMPUTER APPLICATION
Bharathiar University // 2005 – 2008 // 60%
- HIGHER SECONDARY (HSSE, +2)
Kerala State Board // 2003 – 2005 // 70%
- S.S.L.C
Kerala State Board // 2002 – 2003 // 60%



EXPERIENCE

1- SAUDI BINLADIN GROUP- RPD

Binladin Group is the leading Construction Company in Saudi Arabia. A recognized top quality general contractor supporting the Socio-economic development of the Kingdom of Saudi Arabia, by providing commercial and private building construction services.

Date of Joining: **AUGUST 2010 to JANUARY 2018**

Designation: **PROCUREMENT SUPERVISOR** at
Procurement Department, Head Office, Jeddah, K.S.A

Software: Oracle & Erp

Responsibilities

- Acts as the Assistant to the Procurement Manager.
- Responsible for receiving Material Requests, and categorize and distributes to appropriate persons.
- Selecting the best, least price & negotiating with suppliers, to achieve cost saving objective and supervise colleagues to process the order.
- Responsible for creating Purchase Orders, tracking Purchase Requests.
- Follow-up with supplier to ensure all materials are delivered on time.
- Solving the problems related to Suppliers, Purchase orders and Site
- Prepare all types of Procurement reports to Manager if needed
- Communicate with multiple Site locations, Project managers, Engineers, Store keepers, and Project directors via email and phone.
- Responsible for providing requested information to internal team as well as site team.
- Verifies and documents all communications and works with team to resolve issues
- Coordinates and maintains an adequate filing system of work via imaging system and other files as needed.
- Responsible for identifying, researching, solving and/or responding to requests, inquiries, and problem situations in a timely manner.
- Responsible to check and create new Oracle codes for each items to procure.

References:-

Eng. Rami Moschref : +966 563040777 (Manager)
 Mr. Ashraf Ali: +966 (0) 536390456
 Mr. Abraham Moncada: +966 (0) 508337804



TRAINING

- Certified Software Testing Program (CSTP)

Training for Software Testing- Manual testing and automated testing. Automated testing includes QTP, Silk Test, Rational Robot, Win Runner, Load Runner, Test Director // Software Testing Certification Technologies, Bangalore

- Microsoft Certified Technology Specialist (MCTS)

MCTS proves skills on a particular Microsoft technology, such as the Windows operating system, Microsoft Exchange Server, Microsoft SQL Server, or Microsoft Visual Studio // Logic Software Solutions (Pvt) Limited, Calicut

- Visual Basic (VB)

VB is a third-generation event-driven programming language, Certified in Visual Basic 6.0 // Karpagam Arts & Science College, Coimbatore.

ACADEMIC PROJECT

HOSTEL MANAGEMENT SYSTEM is a Software solution designed for our college Karpagam Arts & Science College to automate the management activities. The College implemented this software which eased the system and time, which was done manually before. The solution consists of Out Pass Details, Hostel Mess Details, Room Management, Inmate Details, and their report modules.

Team size: 3

Role : Coding and designing the Project.

Tools : VB 6.0 as front end and MS Access as back end.



LANGUAGES

- ENGLISH (W/R/S) // Very Good
- ARABIC (W/R/S) // Intermediate
- HINDI (W/R/S) // Good
- MALAYALAM (W/R/S) // Mother Tongue
- TAMIL (R/S) // Good



PERSONAL DETAILS

Address : Koyas (H), Thangals Road, Mampuram , Malappuram DT., 676306, Kerala, India

Contact No. : +91 9633 792 792 (Whatsapp)

D.O.B : 12-Oct-1986

Gender : Male

Marital Status: Married

Dependents : 1

Nationality : Indian

Hobbies: Driving, Photography, Designing

Driving License: Saudi Arabia, India



PASSPORT DETAILS

Passport No : Z3470643

Place Issue : Kozhikode, India

Issue Date : 31/01/2018

Expiry Date : 30/01/2028



DECLARATION

I hereby declare that the information furnished above is true to the best of my knowledge and belief.

Mohammed Hasir