



Abdul Mateen,
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Olaya Road, Riyadh, KSA ,
Iqama: Transferable.

PERSONAL SUMMARY

A dynamic “Purchasing Assistant “ with 7 years of experience seeking position with a reputed company into manufacturing or trading or contracting firm.

Summary of Skills: Strong communication and negotiation skills, monitoring stock levels and identifying purchasing needs, researching potential vendors. Tracking orders and ensuring timely delivery.

ORGANIZATIONAL EXPERIENCE

- **Working with Saudi Factory for Fire Equipment (SFFECO) as a “Purchase Secretary” since 22/May/2011 to Present**
- **“SFFECO” is an ISO9001 certified manufacturing company by TUV of Germany and LPCB of UK is market leader and specialize in manufacturing of fire fighting equipments in the world.**

Purchasing Secretary Job Duties:

- Supporting purchase manager in managing supplier accounts.
- Increasing efficiency of production team by fulfilling their local purchase requirement.
- Monitor stock levels and identify purchasing needs.
- Research potential vendors.
- Track orders and ensure timely delivery.
- Update internal databases with order details (dates, vendors, quantities, discounts).
- Conduct market research to identify pricing trends.
- Evaluate offers from vendors and negotiate better prices.
- Prepare cost analyses
- Maintain updated records of invoices and contracts
- Follow up with suppliers, as needed, to confirm or change orders
- Liaise with warehouse staff to ensure all products arrive in good condition

KEY SKILLS AND COMPETENCIES:

- Ability to conceptually adapt technologies to fit various ideas.
- Strong written and verbal communication skills and strong analytical skills.
- Good communication and negotiation skills
- Proven history of effective supply management.
- Able to create and administer a task priority list based on company needs.

QUALIFICATION

- Diploma in “**Procurement Management**” from TWG International Institute, Hyderabad, India.
- 10+2 from Gautham College, Hyderabad. (2008 -2010) year
- 10th from St. Selina High School, Secunderabad. (1995 -2007) year.

PERSONAL DETAILS:

- Father’s Name : Abdul Hameed
- Date of Birth : 24/7/1988
- Nationality : Indian
- Marital Status : Married
- Languages Known : English, Hindi, Urdu, and Telugu & Arabic.
- Hobbies : Reading news, playing chess, caroms game, listening music.

REFERENCES:

Saudi Factory for Fire Equipment (SFFECO):

Purchase Manager: Mr. Abdul Khaliq’: 966- 0505219260,
Production Manager: Eng Younus: 966-555992516

Place: Riyadh, KSA.

(Abdul Mateen)