



## MOHAMMED SAFRAS

Senior Procurement Executive  
9 Years' Experience

+971 0589150018  
Shafras85@gmail.com  
Dubai  
<https://www.linkedin.com/in/mshafras85>

### CAREER OBJECTIVE

Looking for an opportunity as a procurement executive in a reputable company to maximize organizational benefits while taking into account personal career development opportunities

### PROFICIENCIES

- Very good understanding of Procurement & Inventory Management
- Purchasing & Procurement
- Supplier Relationship Management
- Internal Product Tracking Systems
- Vendor Sourcing & Analysis
- Financial Reports

### COUNTRIES EMPLOYED

- Qatar
- Srilanka

## EXECUTIVE SUMMARY

Highly accomplished Procurement and Inventory specialist with a strong knowledge healthcare and pharmaceutical industry. Proven scheduling, organizational, guidance, and negotiation skills, demonstrated through the purchasing and inventory management of Rs 30m monthly. Establish Strategic vendor/supplier to develop performance based, low-cost solutions and negotiation win win agreements

## PROFESSIONAL EXPERIENCE

### CDEM HOSPITALS - Senior Procurement Executive: (2016 to 2022)

Organizes, monitors, controls, staffs and participates in the activities of the hospital's Purchasing Department. Effects the acquisition of approved capital equipment. In concert with the director, negotiates to obtain goods and services on terms which offer the best value to the hospital and branches. Independently strives to achieve contract compliance within the terms if authorized Group Purchasing Agreement.

- Responsible for all Purchasing activities and effective services for all department (Lab, Medical and Pharmacy) as per the Procurement Policy.
- Source, identify and evaluate potential suppliers for purchases of goods work and services
- Performing all aspects of the procurement process including negotiate pricing, discount and payment terms with suppliers.
- Review obtained quotations for hospital requirements and ensure that best product is sourced and purchased
- Assist in developing and Implementing standardized procedures and processes governing pharmacy purchases.
- Track and report key functional metrics to reduce expenses and improve effectiveness.
- Analyses data to stay below single and monthly purchase limits while maintaining adequate stock for the facility.
- Prepare monthly procurement reports for the review of the upper management.
- Working with accounts payable team with the payment related issues

### NEW FUTURE INTERNATIONAL (Qatar) - Procurement Executive; (2013 to 2015)

Liaising with the Shipping Agents, Captains and Supports of the vessels from all over the world and validating their requirements and ensuring the flow of correct information and dealt with in a prompt and professional manner.

- Negotiation with Local and Foreign Suppliers.
- Establish and negotiate contract terms and conditions, and maintain supplier relationships.
- Identifying the right supplier and managing purchase contracts with the suppliers with regards to price, quality, sourcing and supply.
- Preparation of Quotations for all our client vessels using ERP System.
- Processing of All orders after the receipt of Confirmed order using ERP System.
- Managing the entire logistics from Port to Store in an efficiently managing due parameters

## SKILLS

- Leadership Management
- Strategic Sourcing
- Supplier Negotiations
- Supplier Management
- Time Management
- Teamwork / Development
- Goal Oriented
- Problem solving
- Excellent communication
- Relationship Building
- Inventory Management
- M.R.O Purchasing
- Financial Reporting

## LANGUAGES

- English
- Tamil
- Sinhala
- Hindi
- Malayalam

## PERSONAL DETAILS

- Full Name : Shafie Hassan  
Mohammed Safras
- Date of Birth : Sep - 1985
- Gender : Male
- Nationality : Srilankan
- Marital Status : Married
- Driving License : Srilanka
- Living in : Dubai
- Visa Status : Visit Visa
- Phone : +971 589150018
- Email : [shafras85@gmail.com](mailto:shafras85@gmail.com)

## REFERENCES

Reference will be available upon request

## DECLARATION

To the best of my knowledge, I hereby confirm that the information I have provided above is true and correct.

Thank You.  
Best Regards  
Mohammed Safras

## ATESOFT COMPUTER SYSTEMS - Implementation Executive; (2010 to 2012)

As an Implementation Executive, I am proficient in use of SQL data management systems and able to work well as a part of a team

- Meeting with clients following the sale of software packages to collect data and other information required to customize software systems.
- Customizing software systems based on clients' individual needs and specifications.
- Educating clients on how to use purchased software systems and customized system features.
- Creating a specialized document for each client, detailing all customization made.
- Installing customized software systems and all necessary components.
- Ensuring that the project team is aware of key deliverables and project milestones.

## F&R ENTERPRISES - IT Assistant; (2008 to 2010)

- Monitoring computer systems for malfunctions and errors.
- Performing maintenance and updates on hardware and software systems as needed.
- Installing new hardware such as computers, server and other peripherals.
- Installing and updating software such as operating system, Antivirus and other as requested.
- Troubleshooting and diagnosing technical issues.
- Implementing repairs and diagnostic assessment.
- Generating error, diagnostic and repair report.

## ACADEMIC QUALIFICATIONS

- Institute of Supply and Material Management (ISMM) – Purchasing Management - 2018
- NIIT Srilanka – Professional Diploma In (Software Engineering - Java Technologies) – 2010
- GCE Advanced Level – 2004

## COMPUTER LITERATE

- **General:** MS Office,
- **Operating System:**
- **Hardware:** Assembling Disassembling PCs, System Installation virus & Troubleshooting
- **Designing:** Photoshop, Adobe Page maker, Corel Draw macromedia Flash and Dream weaver
- **Database:** MS SQL Server ,
- **Networking:** CCNA