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**Shah Faiz Modi**

*(Certified Purchasing Professional****)***

Ajman,

United Arab Emirates

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Email: - shahfaizmodi@yahoo.com

**PROFESSION SUMMARY**

Highly oriented and efficient Procurement Officer with 11 years career experience in healthcare and construction industry.

I worked with Thumbay Group from Oct, 2013 to Apr, 2020 at United Arab Emirates.  I possess experience in strategic sourcing of goods and services with annual value of several millions, negotiating contracts including blanket agreements and bulk commodity pricing agreements.

Previously I worked with SHIFA CONSTRUCTION – INDIA, DOWNTOWN GROUP – BAHRAIN, and BAJAJ CAPITAL – INDIA. Creative and profitable approaches to time management interpersonal, problem solving, conducting skillful negotiations, contribution towards strong teams, and establishing outstanding relationship with vendors and internal customers are my great achievements.

With a well-equipped set of these skills, I look forward for career avenues in **Procurement and logistics, Supply chain management, financial and client relationships**.

**WORK EXPERIENCE**

**Thumbay Hospital L.L.C., Dubai, United Arab Emirates**

***Procurement Officer* Oct. 2013 – Apr. 2020**

* + Initiate and execute purchase requests for assigned operating unit.
	+ Implement and adhere to ORACLE I PROCUREMENT MODULE AND FUSION software.
	+ Responsible to source, negotiate, and purchase materials from both local and overseas vendors.
	+ Reporting to Vice President, Chief Procurement Officer, Chief Operating Officer, and Medical Director.
	+ Advise on internal and external issues regarding procurement Terms & Conditions.
	+ Prepare Comparative Statement based on specifications, quantity, and price and delivery date in order to evaluate the best bid among potential suppliers.
	+ Submitting negotiation sheet to management to finalize high value deal with Vendor.
	+ Issue purchase orders, Contracts and follow up till delivery.
	+ Planning on cost reduction projects.
	+ Plan and manage inventory levels of materials or products in coordination with logistic in charge for reducing inventory costs.
	+ Organizing purchase committee meeting to discuss about new requirement, procurement challenges and budget.
	+ Assist the doctor in case of emergency requirements for patient.
	+ Prepare yearly CAPEX /contract analysis recommendations for effective management decisions.
	+ Ensured that all purchase operations were performed in accordance with company policies and procedures & within the allocated budgets by analysing and generating reports.
	+ Arranging demo / samples / catalogues / technical data sheets / compliance statement for technical evaluation from COO / Medical Director / Doctors / Bio-medical team / Consultant / End users & meeting with supplier as per management request.
	+ Review requisition orders in order to verify accuracy, terminology and other specifications to follow-up upon delivery, the related documents.
	+ Supervise to subordinates for improving procurement process.
	+ Create, maintain, and review the Project Procurement checklist.
	+ Organizing quarterly stock taking audit for all operating units and submit the variance stock report to management for adjustment of stock.
	+ Supervise the team to prepare fixed assets report for all operating unit within given timeline.
	+ Prepare and maintain records, reports and price lists.
	+ Researching and identifying new products and suppliers.
	+ Coordinate with internal stakeholders for the supply chain documentation for JCI auditing.

**Shifa Construction Company, Jodhpur, India**

***Procurement cum Administrative Manager - Construction* Aug. 2011 – Jan. 2013**

* + Prepare purchase orders and forward to suppliers and copy to concern sites &/or divisions.
	+ Determine if inventory quantities are sufficient for needs, ordering more materials when necessary.
	+ Review requisition orders to verify accuracy, terminology, and specifications.
	+ Respond to supplier inquiries about order status, changes, or cancellations.
	+ Contact suppliers in order to schedule or expedite deliveries and to resolve shortages, missed or late deliveries, and other problems.
	+ Compare prices, specifications, and delivery dates in order to determine the best bid among potential suppliers.
	+ Track the status of requisitions, contracts, and orders.
	+ Compare supplier’s invoices with bids and purchase orders in order to verify accuracy and prepare pay order for payment to the suppliers.
	+ Prepare monthly reports as per the management request.
	+ Find out new vendor for the supply of the materials and services.
	+ Management of office environment.
	+ Providing specialised support to other departments and managers.
	+ Providing document and telecommunication management.
	+ Planning, organising, providing leadership and controlling all administrative functions.
	+ Providing training and development to the staff.
	+ Meeting with other members of management and planning for the future.
	+ Ensuring that human and material resources are correctly utilized.
	+ Managing the many fields of work which the employees carry out.
	+ Gathering, adapting, storing and distributing information within the company.
	+ Looking bank transactions and reconcile bank statement.

**Down Town Group, Kingdom of Bahrain**

***Procurement Coordinator – Construction*  Dec. 2009 – Jul. 2011**

* + Handle the purchases and import documentation for the group business.
	+ Prepare purchase orders and forward to suppliers and copy to concern sites &/or divisions.
	+ Determine if inventory quantities are sufficient for needs, ordering more materials when necessary.
	+ Respond to supplier inquiries about order status, changes, or cancellations.
	+ Contact suppliers in order to schedule or expedite deliveries and to resolve shortages, missed or late deliveries, and other problems.
	+ Review requisition orders to verify accuracy, terminology, and specifications.
	+ Prepare, maintain, and review purchasing files, reports and price lists.
	+ Compare prices, specifications, and delivery dates in order to determine the best bid among potential suppliers.
	+ Assist to manager for control and supervision of purchasing department.
	+ Track the status of requisitions, contracts, and orders.
	+ Compare supplier’s invoices with bids and purchase orders in order to verify accuracy.
	+ Approve invoices from delivery notes and forward for payment process.
	+ Prepare monthly reports as per the management request.
	+ Find out new vendor for the supply of the materials and services.
	+ Monitor in-house inventory movement and complete inventory transfer forms for bookkeeping purposes.
	+ Liaise with banks for Letter of Credit, Telex Transfer processing and Import documentation.
	+ Assist accounts team in bank reconciliation.
	+ Manage purchase accounting, prepare accounts statements and balance sheet for a given entity.

**Bajaj Capital Insurance Broking Company, Jodhpur, India**

***Personal Financial Planner* Aug. 2008 – Nov. 2009**

* + Market and sell insurance instruments/products of all life insurance companies.
	+ Communicate with regional headquarters about details of sold insurance policies, getting issuance details etc.
	+ Handle customer queries before and after sales.
	+ Advising customer on suitable need based policies.

**QUALIFICATION**

* + Certified Purchasing Professional from American Purchasing Society (2016)
	+ Master in Business Administration (Finance and Marketing) from Rajasthan Technical University, Kota (2008)
	+ Bachelor of Commerce from Jai Narain Vyas University, Jodhpur (2006)

**IT SKILLS**

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| * MS Office
 | * Peace Tree
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| * Oracle I Procurement
 | * Tally.ERP9
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| * Oracle Cloud (Fusion)
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**PROFESSIONAL SKILLS**

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| * Strategic Souring
 | * Negotiation
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| * Contract Management
 | * Liaising
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| * Purchase accounting
* Team Leading
 | * Problem Solving
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**PERSONAL PARTICULARS**

⮚**Date of Birth:** 30 Nov. 1984

⮚**Languages:** English, Hindi, Urdu

⮚**Marital Status:** Married

⮚**Passport No.:** R8134681

⮚**Visa Status:** Residence

I hereby declare that all statements made above are true to best of my knowledge and belief.

 **(SHAH FAIZ MODI)**