

Basad Imam



Date of Birth : 02nd April 1984
Place of Birth : India
Marital Status : Married
Nationality : Indian
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Objective

Seeking a competitive work environment where I can enrich my career with and dedicate my experience and efforts for the growth of the business.

Experiences – 12+ Years GCC

Oct 2011 - Present **JH Construction W.L.L. Doha Qatar. (Previously known as Al Jaber & Makhlouf W.L.L.)**

- *Position: Senior Procurement Officer*
- Managing all procurement department duties & responsibilities, main store and warehouse department.
- Managing a team of procurement officers
- Distributing tasks among the different members of the team
- Negotiating prices with different suppliers.
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Apr 2008 - Apr 2010 **Desert Air Filter Factory Co., Riyadh, Saudi Arabia.**

- *Position: Procurement Officer*
- Prepares and approves documents such as state requisitions, leases, maintenance agreements, purchase and check requests.
- Conducts market and product research and costs analysis.
- Analyzes vendor terms and conditions and revises to ensure compliance with state regulations.

- Assists in the developing and recommends various operational policies and procedures within the framework of state purchasing rules and regulations.
- Trains campus users on purchasing rules and procedures.
- Coordinates with the requisitioning department to obtain required administrative information and/or documents necessary for processing the procurement.
- Addresses specific purchasing needs and specifications with the department.
- Supervises an office staff engaged in the processing of purchasing documents such as specifications bids, shipping releases, purchase requests and other documents.
- Assigns work to team members commensurate with job level.
- Prepares periodic and special reports and maintains current data on vendors and new products as well as appropriate records and form.
- Purchase various commodities and/or services including high dollar value construction projects, IT and research equipment requirements.
- Assists and cross-trains other buyers on their team and within the office.
- Performs related work as required.
- Assist in implementation of ISO and Internal Auditing.
- Ability to handle / manage all type of Letter of Credit.
- Ability to handle all kind of shipment (Road, Sea and Air).

Aug 2006 – Jan 2008 Diamond Plast Products Co. Kolkata, India.

- ***Postion: Company Secretary***
- Ensuring meetings are effectively organised and minuted. Laising with chair to plan meetings.
- Maintaining effective records and administration.
- Upholding legal requirements.
- Communication and correspondence.

Dissertation

On the topic of “The Industrial Development Bank of India" in Promoting Indian Industries.”

Computer / Technical Skills

Working knowledge of MS Office, Internet and Outlook Express.

Working knowledge of SAP Software.

Working knowledge of ERP (Oracle JD Edward Software)

Working knowledge of Real Time Focus Software.

Education

- ✓ Post Graduate Diploma in Business Finance with 1st Division from Aligarh Muslim University, Aligarh (India)

- ✓ Graduate with 2nd Division from Aligarh Muslim University, Aligarh (India)

Languages

English: Fluent in writing,reading and speaking

Urdu: Fluent in writing,reading and speaking

Hindi: Fluent in writing,reading and speaking

Arabic: Reading and speaking

References

Available Upon Request

N.B: TRANSFERABLE RP WITH NOC / VALID QATAR DRIVING LICENSE