



MOHAMMED DAYYAN

Mechanical engineer

dayyan683@gmail.com

+971 525957063

(Available to join Immediately)

CAREER OBJECTIVE

A mechanical engineering degree holder and sound knowledge about MEP/HVAC, design procedures, seeks to work as engineer for a recognized organization.

ACADEMIC DETAILS

| Qualifications | Stream | Year Of Passing | Board/University | Institution |
|----------------|------------|-----------------|------------------|--|
| B.E | Mechanical | 2019 | VTU | Anjuman institute of technology and management |
| XII | CBSE | 2015 | Karnataka State | Anjuman pre university |

PROFESSIONAL EXPERIENCE

FAISAL JASSIM TRADING & ENG LLC, QATAR(14 SEP 2019 – 15 OCT 2022)

Designation: PROCUREMENT EXECUTIVE

- Implementing of full process and system to manage Suppliers, order, logistics and warehouse.
- Responsible for sourcing, negotiating and purchasing raw materials against the lowest quote possible within technical and specifications.
- Manage to get Quotation from the suppliers along with best quality and competitive prices.
- Negotiating price & the payment term with suppliers.
- Making price comparison sheet to analyse the quotation from various suppliers and submit it for pre-approval for management review and approval.
- Prepare the purchase order (PO) as per agreed payment term and delivery.
- Make sure upon receiving material is checked and prepare the good receipt note in the system.
- Submit the Invoice and delivery note along supporting documents to finance and maintain documentation for record.
- Transfer the stock from one stock location to another stock location as per requirement through local transfer in (LTI) & local transfer out (LTO).

- Review and check the stock availability on monthly basis and prepare the report against physical and system Qty.

KEY SKILLS AND COMPETENCIES

- ❖ Good at Communication skills & Negotiation.
- ❖ Ability and also willingness to work in all weather conditions.
- ❖ Good Work Experience MS Excel, MS Office, MS Outlook, Orion (ORACLE).

SKILLS & AREA OF INTEREST

- **Budgeting.**
- **Vending new supplier.**
- **Negotiation.**
- **Purchase Order (PO).**
- **Good Receipt note (GRN).**
- **Local transfer out (LTO).**
- **Local transfer in (LTI).**
- **Stock Valuation.**

PERSONAL DETAILS

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|--------------------------|--|
| Date of Birth | : 25/11/1997 |
| Languages | : English, Hindi, URDU |
| Phone (Mob) | : +971 525957063 |
| Name of Father | : Nisar Ahmed Hussain |
| Permanent Address | : UAE |
| Nationality | : Indian |
| Passport No. | : M2683603 |
| e-mail | : dayyan683@gmail.com |
| Visa status | : Visit visa |

DECLARATION

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

Mohammed Dayyan