



Falcon Multi Services Ltd
201, Creado, Juhu Chruch Road, Juhu Mumbai 400049

Personal Information

Candidate id	1957
Name	Siraj Hussain
Date of Birth	1980-04-07
Salary (in USD)	1360/Per Month
Industry	Procurement & Construction
Sub Industry	Quantity Surveying
Nationality	Pakistan
Primary Language	Hindi,
Secondary Language	English, Arabic,
Total Years of Experience	13

Additional Information

Roles and Responsibilities	Additional Skills/Certification
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price evaluations, market assessments, product ordering, record keeping and tracking of inbound orders. Oversee the end-to-end procurement process, from identifying suppliers and negotiating contracts to ordering goods and services and ensuring timely delivery. 2. Build and maintain strong relationships with key suppliers, ensuring the company receives high-quality products and services at competitive prices. 3. Monitor market trends and identify cost-saving opportunities. Ensure that all procurement activities align with the company's budget and cost objectives. 4. Research and evaluate potential vendors. Obtain and analyze quotations, and select the most suitable vendors based on price, quality, and delivery capabilities. 5. Negotiate favorable terms and conditions with suppliers, including pricing, delivery schedules, payment terms, and warranties. 6. Coordinate with internal teams to ensure stock levels are maintained and avoid overstocking or stockouts. Manage the ordering of necessary materials based on forecasted demand. 7. Ensure compliance with internal procurement policies, industry regulations, and legal standards. Maintain accurate procurement records and prepare regular reports for management. 8. Collaborate with other departments such as Finance, Operations, and Production to align procurement activities with company objectives.

*Procurement Process Management: *Supplier Relationship Management: & Contract Negotiation, Warehouse Management * Data entry, Data analysis & Report generating skill

Education Summary

Course	University	Passing Year	Country
(B Com) Bachelor Degree of Commerce	AIOU	2011	Pakistan

Career Summary

Position	Employer	Country	From	To
Procurement & Admin Officer		Pakistan	12/2007	02/2010
Procurement Officer	HANJIN Heavy Indus: & Const CO. South Korea	Oman	04/2011	03/2013
Procurement Officer	SAMBU J/V Construction (South Korean Co.)	Pakistan	10/2014	12/2016
Procurement Officer	DOOSAN Heavy Industries & Cons: Co., LLC	Oman	01/2017	11/2017
Procurement Assistant Manager	EBGC (Ever Bright Group of Companies)	Pakistan	02/2018	05/2022
Procurement & Secretary	Al Awal/ Fuji Elevators & Excavators	Qatar	06/2022	08/2023
Sr. Procurement Officer	Noor Al Jood Trading Group	Qatar	08/2023	01/2025

[To View Contact Number, Kindly drop an email to hr6@falconmsl.com](mailto:hr6@falconmsl.com)