



AZER MUSALI

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 [Azer Musali](#)

 AZ 1128

I have more than 10 years of rich experience in handling the entire procurement. I want to describe my advantages in this field: Excellent in vendor and supplier management in acquiring good quality products and supporting organization meeting the objectives; Expertise in negotiating the prices and contracts ensuring profitability to the organization; Expertise in reviewing the technical specifications and quality standards; Good working knowledge on computers and Enterprise Resource Planning packages like 1C,SAP, QuickBook.

EXPERIENCE

Company: Azerlotereya OJSC (affiliate company of Demirören Holding & Ministry of Economy Azerbaijan)

Position: Procurement Supervisor

Duration: January 2025 – Present

Leading, training, and mentoring a team of procurement professionals, including delegating tasks and monitoring performance.

Continuously evaluating and improving procurement processes to enhance efficiency, reduce lead times, and minimize errors.

Identifying, evaluating, and selecting suppliers, negotiating contracts, and managing relationships to ensure quality, price, and delivery requirements are met.

Analyze market and delivery systems to develop and recommend strategies for cost reduction and efficiency improvement

Company: Azerlotereya OJSC (affiliate company of Demirören Holding & Ministry of Economy Azerbaijan)

Position: Senior Procurement Specialist

Duration: July 2024 – January 2025

Analyzing, negotiating, conducting, and coordinating the evaluation process of commercial and technical offers;

Preparing and issue “Market Research”, “Request for Quotation” and “Request for Proposal” to local and international vendors, service providers;

Review supply market analysis to assess collected input about purchasing schedules and costs;

Review purchase orders against budget and purchasing plan for validation;

Assist in in developing/ updating pre-qualification criteria of suppliers/ contractors and ensure all relevant areas including credentials, past experience and key financials are sufficiently addressed;

Company: Azerlotereya OJSC (affiliate company of Demirören Holding & Ministry of Economy Azerbaijan)

Position: Leading Procurement Specialist

Duration: November 2022 – July 2024

Carrying out procurement related activities according to Procurement process and procedures of the Company;

Supporting the process of draft, review, and managing contractual agreements between company and vendors;

Identification of eligibility of RFQ/RFP participants;

Conducting negotiations on the Procurement process and submission of optimal offers to Procurement management;

Preparing the bid protocols and submission them to related parties for approval and evaluation;

EDUCATION

2009-2013

Azerbaijan State Oil Academy
Department: Geological Prospecting
Specialty: Geology Engineering

1998-2009

Bul-Bula district school No 208

CERTIFICATES

Name : CIPS Level 3 Advanced Certificate in Procurement and Supply Operations

Issued by: CIPS - The Chartered Institute of Procurement & Supply
Issued date: December 2021

Name : Organization of Public Procurement

Issued by: Elshan Hasanov
Issued date: January 2023

Name : Ethical Procurement and Supply

Issued by: CIPS - The Chartered Institute of Procurement & Supply
Issued date: March 2021

Name : Contract management: building relationships in business

Issued by: FutureLearn
Issued date: December 2020

Name : Supply Chain Logistics

Issued by: Coursera
Issued date: December 2020

Maintaining and conducting Procurement related SAP-ERP issues and responsibilities.

Company: Azerlotereya OJSC (affiliate company of Demirören Holding & Ministry of Economy Azerbaijan)

Position: Procurement Specialist

Duration: April 2022 – November 2022

Compile information and records to prepare purchase orders in accordance with proper procedures.

Interview and confer with vendors to obtain product or service information, such as price availability, and delivery schedule.

Estimate values according to knowledge of market prices.

Review bid proposals and negotiate contracts within budgetary limitations and scope of authority.

Maintain manual or computerized procurement records, such as items or services purchased, cost, delivery, product quality or performance and inventories.

Company: PMD Projects LTD (affiliate company of Pasha Holding)

Position: Leading Procurement Specialist

Duration: July 2021 – April 2022

Implements and manages project procurement strategies.

Make offer to company for sustainable procurement process.

As per project requirement control bidding and tender.

Regularly check all procurement procedure and offer new optimization process.

Submit properly bidding evolution tab & organize best and final offer.

Negotiate with vendors and communicate them to project team.

Company: PMD Projects LTD (affiliate company of Pasha Holding)

Position: Procurement Specialist

Duration: February 2020 – July 2021

Arrange bidding for responsible projects as per bidding procurement procedures in Aconex platform.

Make accurately purchase order (PO) in 1C as per purchase request (PR).

Submit properly bidding evolution tab to project team in Aconex platform.

Organize tender according to tender procurement procedures.

Make communication between project team and vendor during bidding/tender.

Negotiate with vendors and maintain relationships to ensure a reasonable price.

Company: Fire Safety Caspian Azerbaijan LTD – FSCA (BP vessels service company)

Position: Procurement & Maintenance coordinator

Duration: October 2018 – February 2020

To manage procurement process based on developed and delivered strategies.

Inventory management min/max level of spares & make PO for min. level items in 1C ERP.

To control delivery of services and materials end to end and ensure full delivery in line with user expectations .

Discover profitable suppliers and initiate business and organization partnerships.

Coordinating maintenance activities Safety Technicians, preparing job costing and submitting proposals to clients.

Finalize purchase details of orders and deliveries.

Company: Fire Safety & Services Azerbaijan LTD – FSSA (BP subcontractor)

Position: Procurement & Materials coordinator

Duration: June 2015 – October 2018

To be responsible for material management , the receiving, check, recording and traceability of all material and certificates.

Correct and accurate completion of inventory management software Quickbooks ERP.

Responsible for delivering and receiving materials to offshore, vessel, site .

Coordination of materials storage in the Supply Base.

Inventory management min/max level of spares & request for making order in min level.

Make purchase order for spares and equipment.

I was involved in to Kazakhstan Hydrotest Project in Bautino city as Procurement coordinator August 2016 – February 2017.

Name : Project Management

Foundations: Procurement

Issued by: LinkedIn Learning

Issued date: May 2020

Name : Procurement Management

Issued by: Udemy

Issued date: April 2020

TRAININGS

Name: Supply Chain Management

Trainer: Yashar Ahmadov

Company: Lean Consulting

Name: Fire fighting & First Aid

Trainer: Ali Valiyev

Company: FSSA

Name: Body Language & introducing

Trainer: Orkhan Shahbaz

Company: Orkhanway Coaching

LANGUAGES

Azerbaijani

English

Russian

PERSONAL SKILL

Analytical thinking

Ability to work in a team

Excellent planning skill

Punctual & problem solving skill

IT SKILL

Microsoft Office

SAP ERP

Quickbook ERP

1C 8.3 ERP

Oracle Aconex Platform

Skills of speed working in other type of computer program

Company: Fire Safety & Services Azerbaijan LTD – FSSA (BP subcontractor)

Position: Assistant coordinator

Duration: September 2014 - June 2015

Cover all coordinator when they are in vacation.

Creating purchase order for administrative request.

Attend meeting and weekly reporting to senior management regarding service.

Issue materials to workshop , receive material from workshop and supplier.

Requesting materials/ spare parts from stores for works.