

MOAYAD ALMUTAIRI

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Summary

Experienced in warehouse and procurement management, with a continuous focus on self-development and operational improvement. Committed to aligning purchasing strategies with company goals and contributing to performance enhancement and optimal results.

Skills

Supplier Management | Negotiation | Inventory Management | Communication | Microsoft office
Manage local and international procurement | Prepare and review purchase orders and invoices
Organize and archive documents | Monitor budget and cash advances | Team Leadership

Experience

Arabian services company ltd, Riyadh
Procurement manager, Jan/2024 - Present

Procurement manager at Arabian service company ltd at operation and maintenance King Abdulaziz Project for Riyadh Public Transport

- Manage all local and international procurement processes, from identifying needs to final delivery.
- Evaluate, approve, and assess suppliers and contractors to ensure quality of materials and services.
- Monitor stock levels to guarantee the availability of materials in appropriate quantities and on time.
- Negotiate contracts with contractors and suppliers to secure the best prices and terms.
- Price project materials for tenders and participate in contractor negotiations.
- Coordinate with different departments to develop procurement plans and follow up on their implementation until final delivery.
- Review daily invoices, analyze bids, and compare offers according to project requirements.
- Manage cash advances and disbursements accurately to ensure budget compliance.
- Supervise and assign tasks to the purchasing team to ensure achievement of project goals efficiently.
- Provide organizational support to the warehouse team to improve operational efficiency.
- Evaluate management and staff performance and propose solutions to enhance processes.
- Resolve financial issues related to cash disbursements and invoice reviews to ensure smooth departmental operations.
- Archive contracts, invoices, and documents regularly and systematically.
- Prepare and update daily reports periodically to monitor workflow progress.

Arabian services company ltd, Riyadh
Purchaser, July/2021 - Dec/2023

Purchaser at Operation and Maintenance of the General Directorate of Narcotics Control Project.

- Negotiated with suppliers and managed purchase orders.
- Monitored delivery schedules and ensured order accuracy.
- Updated purchase records and communicated with suppliers.
- Enhanced order accuracy through effective follow-up.
- Improved supplier communication, leading to better service.

Storekeeper, Feb /2021 - Jun/2021

Store keeper at Operation and Maintenance of the General Directorate of Narcotics Control Project.

- Managed inventory and ensured accuracy of stock levels.
- Organized the receipt and dispatch of materials.
- Monitored and updated inventory records regularly.
- Improved storage systems and space organization to enhance efficiency.

Education

Diploma of Materials Management, (Jul/2016 - May2018), Institute of Public Administration, Riyadh

Courses

- Certified International Purchasing/Procurement Professional CIPP, 2024, Blue Ocean, Riyadh
- Certified International Purchasing/Procurement Manager CIPM, 2024, Blue Ocean, Riyadh
- Project Procurement Management, 2020, Dorroob, Riyadh
- Key Negotiation Skills, 2020, Dorroob, Riyadh
- Certificate in Procurement Process Planning, 2024, Institute of Public Administration, Riyadh