

Mohammed Albaiz

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HOSPITALITY & TOURISM GRADUATE | PROCUREMENT & SUPPLY CHAIN SPECIALIST

Detail-oriented procurement professional with hands-on experience in vendor management, purchase order processing, supplier onboarding, and ERP systems (MS Dynamics 365). Skilled in optimizing procurement processes, vendor sourcing, and maintaining strong supplier relationships

SKILLS

- Functional: Procurement, Vendor Management, Purchase Order Processing, Supplier Onboarding, Logistics Coordination,
 - Technical : Advanced MS Excel, ERP Systems(MS Dynamics 365)
 - Soft Skills: Multilingual, Problem-Solving & Critical Thinking, Cross-Functional Collaboration, Clear & Proactive Communication
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PROFESSIONAL EXPERIENCE

Co-Op Trainee – Procurement & Logistics | Hwadi | Jan 2025 – May 2025

(Key Skills Applied: strategic sourcing, vendor performance evaluation, procurement compliance)

- Supported end-to-end procurement processes including purchase order creation, delivery tracking, and issue resolution.
- Managed onboarding of 300+ suppliers, reducing procurement lead time by 50%.
- Assisted in implementing vendor portal, improving order processing speed and communication efficiency.
- Resolved supplier registration issues, achieving 90% onboarding success rate.

Procurement Specialist- Suplift | SEP 2025 - Present

- Centralized all procurement tasks from Operations, Finance, and other departments into a single, managed function.
 - Manage the full procurement lifecycle: sourcing, negotiating, purchasing, and vendor management.
 - Established the company's first standardized procurement processes
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Education

B.A. in Tourism & Hospitality Management | King Saud University | 2025

- GPA: 4.53/5
 - Key Coursework: Business Management, Strategic Planning, Professional Communication
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Languages

Arabic: Native

English: Fluent (STEP Score: 88)