

OSAMA NAEIM *Purchasing Manager*

osamanaeim87@gmail.com | +966543761679 | Riyadh, Saudi Arabia | linkedin.com/in/osnaeim87

PROFESSIONAL SUMMARY

Results-driven Purchasing Manager with 7 years of experience in strategic sourcing, supplier negotiations, and purchasing process. Proven record to manage high-value categories, ensuring quality, compliance, and on-time delivery while driving continuous procurement process improvements. Committed to enhancing supplier relationships and contributing strategic insights to support business growth in dynamic environments.

EDUCATION

Bachelor of Arts in English Language

Zagazig University

EXPERIENCE

Deraah Trading Company

10/2018 – 10/2024

Riyadh, Saudi Arabia

Purchasing Manager

- Managed the end-to-end procurement cycle, ensuring 100% compliance with Saudi regulations and company standards.
- Negotiated pricing, delivery, and quality terms with key vendors, ensuring alignment luxury standards.
- Assisted with financial management of procurement activities, including invoice verification and payment processing.
- Evaluated supplier performance against KPIs with structured performance reviews and corrective action plans.
- Conducted market analysis to identify alternative suppliers, reducing overall spending by 25% through competitive bidding and volume discounts.
- Led a cross-functional team to develop and implement procurement best practice strategy, increasing team efficiency by 35%.

10/2016 – 10/2018

Riyadh, Saudi Arabia

Procurement Coordinator

- Led day-to-day procurement activities across multiple categories, placed timely orders and ensured supplier confirmations.
- Managed order processing from receipt to delivery, ensuring products are quoted per specifications.
- Issued and prepared purchase orders, proposals, requesting quotes, and negotiate purchasing terms and delivery conditions.
- Tracked order status and delivery timelines through direct supplier follow-ups, ensuring timely fulfillment and resolve delivery or quality issues.
- Monitored inventory levels and worked with procurement team to facilitate supply chain operations.
- Maintained accurate database of suppliers and packaging options to streamline the selection process for future products.

KEY SKILLS

Strategic Sourcing	● ● ● ● ●	Contract Negotiation	● ● ● ● ●
Supplier & Vendor Management	● ● ● ● ●	MRP, RFQ, RFI, RFP	● ● ● ● ●
Supply Chain Optimization	● ● ● ● ●	Procurement & Purchasing Process	● ● ● ● ●
Inventory Control	● ● ● ● ●	ERP (Microsoft Dynamics)	● ● ● ● ●
Microsoft Office 365	● ● ● ● ●	Advanced Excel	● ● ● ● ●
Problem-Solving Skills	● ● ● ● ●	Communication Skills	● ● ● ● ●

LANGUAGES

ARABIC

Native

ENGLISH

Fluent