

Hamad Mohammed Alhajri

✉ hamad.alqarouf@gmail.com ☎ 0504343816 📍 Saudi Arabia

Education

Bachelor of Business Administration, Arab Open University

Diploma of Computer Network Management, Jubail Technical Institute

Professional Experience

Sr. Buyer, JESCO

04/2025 – 07/2025

JUBAIL, Saudi Arabia

- Led a team of buyers and acted as the key point of contact for procurement operations.
- Trained and mentored new buyers, assigned daily tasks, and ensured smooth onboarding and process alignment.
- Improved procurement KPIs (on-time delivery, PO processing time, vendor performance) by optimizing workflows and addressing bottlenecks.
- Drove cost-saving initiatives and supplier performance improvements aligned with company objectives.
- Ensured departmental compliance with procurement policies and reporting standards.

Sr. Buyer, Khair Inorganic Chemical Industries Co. (InoChem)

08/2024 – 03/2025

Ras Al Khair, Saudi Arabia

- Managed the end-to-end procurement process for goods and services using SAP, ensuring compliance with procurement regulations.
- Collected and analyzed quotes, proposals, and purchase terms to support strategic sourcing decisions.
- Executed over 1,000 Purchase Orders (POs) accurately, aligning with project requirements and delivery schedules.
- Evaluated and negotiated vendor contracts, optimizing cost, delivery, and service levels.
- Recommended alternative suppliers or materials based on market trends and business needs.
- Assigned daily tasks and trained new procurement staff, supporting smooth onboarding and enhancing overall team efficiency.
- Collaborated cross-functionally with finance, warehouse, and operations teams to ensure purchasing aligned with company goals.

Buyer, Universal Metal Coating Company Ltd. (UNICOIL)

12/2018 – 07/2024

Jubail, Saudi Arabia

- Ensured the accuracy and compliance of financial claims related to purchase transactions, including verification of pricing, taxes, and contract terms.
- Reviewed and audited purchase requests from various departments, ensuring alignment with organizational policies and procurement regulations before proceeding with procurement actions.
- Utilized SAP procurement modules to create purchase requisitions (PRs), generate purchase orders (POs), track deliveries, and manage vendor invoices.
- Collaborated with internal stakeholders to clarify specifications and ensure timely sourcing of goods and services.
- Maintained records and documentation to support transparency, audit readiness, and cost control initiatives.

Certificates

Local Content And Government

Procurement Authority

Mechanisms for preferring local content and government procurement

CIPP/ CIPM

Certified International Procurement

Professional (CIPP) & Certified

International Procurement Manager (CIPM)

Organizations

Saudi Council of Engineers

Skills

SAP ERP (MM Module) – Full procurement lifecycle management	Strategic Sourcing & Vendor Management
Contract Negotiation & Cost Reduction	Purchase Order (PO) & Requisition (PR) Processing
Procurement KPI Analysis & Improvement	Procurement KPI Analysis & Improvement
Team Leadership & Staff Training	Executive Reporting & Presentation (GM, CFO, CEO)
Cross-Functional Collaboration (Finance, Warehouse, Projects)	Supplier Performance Monitoring & SLA Management
Data Analysis & Excel Reporting	

Languages

- Arabic
- English