

MIR MOHAMMED SAJJAD ALI

Madinat ul Ummal, Al Khobar, Eastern Province, Saudi Arabia
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1. Professional Summary

Procurement Coordinator with over two years of experience in procurement management, document control, and vendor coordination within the contracting industry. Proficient in raising RFQs, issuing purchase orders, expediting deliveries, and managing ERP systems (Oracle, SAP) to ensure compliance with organizational standards. Skilled in creating Material Receiving Reports, coordinating with QC departments, and resolving GRIR issues. Adept at stakeholder coordination, process optimization, and delivering accurate reports under tight deadlines.

2. Education

Bachelor of Business Administration June 2021 – May 2024
Suresh Gyan Vihar University, Jaipur, Rajasthan

3. Professional Experience

Procurement Coordinator

July 2023 – Present

Shibh Al-Jazira Contracting Co., Buqaiq, Eastern Province (SPARK Dry-Port Project)

- Raise and manage Requests for Quotations (RFQs) based on site and construction department requirements, ensuring alignment with project specifications.
- Issue and track purchase orders using ERP systems (Oracle, SAP), streamlining procurement processes and reducing processing time by 15%.
- Expedite delivery processes by coordinating with vendors, ensuring timely material availability to meet project milestones.
- Prepare Material Receiving Reports upon delivery and collaborate with QC department to ensure compliance with quality standards.
- Review and submit procurement documentation for Saudi Aramco PMT approval, achieving a high first pass approval rate through meticulous compliance with SAEP-31 standards.
- Coordinate with suppliers to resolve invoice discrepancies and close invoices in internal systems, ensuring accurate financial reporting.
- Assist procurement engineers and managers with daily tasks, including vendor negotiations and competitive bidding processes to secure optimal quality, delivery, and pricing.
- Monitor submittal approval workflows and resolve Goods Receipt and Invoice Receipt (GRIR) issues, enhancing procurement efficiency.

Office Administrator

January 2021 – May 2023

Khalifa A. AlGosaibi Contracting Co., Al Khobar, Eastern Province

- Managed document control processes, organizing physical and digital records to improve retrieval efficiency by 20%.
- Tracked purchase orders and correspondence, maintaining a 98% accuracy rate in documentation workflows.
- Analyzed daily sales data and generated monthly credit supplier reports for finance team review.
- Optimized payment request tracking, reducing processing delays by 15% through systematic record keeping.
- Supported administrative operations with data entry, filing, and report preparation to ensure seamless office functionality.

4. Core Competencies

- Technical: Oracle, SAP, Microsoft Office (Excel, Word, PowerPoint), Data Entry, Typing (55+ WPM)

- Professional: RFQ Management, Purchase Orders, Vendor Coordination, Material Receiving Reports, SPDP Documentation, GRIR Resolution, Process Optimization, Compliance Monitoring
- Soft Skills: Problem-Solving, Multitasking, Team Collaboration

5. Languages

- English, Urdu, Hindi (Fluent)
- Arabic (Basic)

6. Additional Information

Nationality: Indian

Iqama: Transferable

Driving License: Valid (Saudi Arabia)