

Ola Bafadal

PROCUREMENT OFFICER

To obtain a challenging position in which my relevant work experience and interest can be used to benefit an organization that works with full cooperation in achieving institutional and professional success.

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📍 Dahrar, Saudi Arabia

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WORK EXPERIENCE

PROCUREMENT OFFICER

Nesma United Industr

04/2022 - Present

Khobar, Saudi Arabia

Achievements/Tasks

- **Supplier Sourcing:** Research and identify potential suppliers, evaluate their capabilities and obtain quotations for the required goods and services. Ensure supplier meet the organization's quality, price and delivery standards.
- **Updating Prices:** Updating the new prices in the system to issue the purchase orders
- **Purchase Orders:** Generate and manage purchase orders based on business needs. Ensure accurate documentation and timely processing.
- **Negotiation:** Negotiate with the suppliers to obtain the best prices, payment terms and dellivery schedules.
- **Supplier Relationship Management:** Build and maintain relationships with existing suppliers.
- **Documentation:** Ensure all procurement activities comply with the company policies.
- **Reporting:** Prepare reports on procurement activities supplier performance .
- **Risk Management:** Assist in identifying risks in the supply chain such as supplier delays or changing in prices

DATA ANALYST

Ram Dental Clinics

03/2018 - 03/2020

Khobar, Saudi Arabia

Achievements/Tasks

- Entering data into computer system with precision and proficiency.
- Verify the accuracy and completeness of data enteries.
- Update and maintain database records.
- Assist with other administrative task

TRAINEE

Accela Company

06/2016 - 08/2016

Dubai, UAE

EDUCATION

BACHELOR'S DEGREE IN COMPUTER SCIENCE

University of Sharjah

09/2011 - 06/2016

Sharjah, UAE

SKILLS

Strong Negotiation Skills

Supplier Management and Evaluation

Excellent Communication Skills

Time Management Skills

Supplier Sourcing Skills

Strong Organizational Skills

Risk Maegment Skills

Advanced in Microsoft Office

Problem Solving Skills

Ability to Work Under Pressure

Decision Maker

LANGUAGES

Arabic

Native or Bilingual Proficiency

English

Full Professional Proficiency