

MUSTAFA A. AL-JADHER

Procurement Officer | Supplier Negotiation | Inventory Management | Market Analysis planing and leader

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EXPERIENCE

Procurement officer

ALUPCO Aluminium Industries

03/2023 - Present Dammam

Company Description

- Research, select, and purchase quality products and materialsResearch, select, and purchase quality products and materials using Oracle Cloud Procurement tools for requisitioning and supplier evaluation.
- Build relationships with suppliers and negotiate with them for the best pricing
- Update inventory and ensure that stock levels are kept at appropriate levels
- Arrange transport of goods and track orders to ensure timely delivery
- Analyze market trends and apply this knowledge to make insightful buying decisions
- Coordinate with the inventory team, management, and stockroom as required
- Assess the quality of stock received and escalate any discrepancies to suppliers and management
- Carrying out customers' clearance duties and preparing the necessary documents to be submitted to the competent authoritiesPurchase goods or services that meet the quantity and quality expectations of the organization. Evaluate and negotiate contracts with vendors. Track inventory and restock goods when needed. Stay up to date on industry trends and new products.

Procurement Officer

IK Saudi for Industries

08/2020 - 03/2023 Dammam

Company Description

- Conduct sourcing, evaluation, and procurement of quality products and materials through Oracle Cloud Procurement, including supplier assessment and requisition processing.
- Develop and maintain strong supplier relationships to secure competitive pricing and favorable terms.
- Manage procurement requests and provide regular updates to management on order progress and fulfillment status.
- Monitor inventory levels and coordinate replenishment activities to ensure optimal stock availability.
- Organize and oversee the logistics and transportation of goods, ensuring timely and efficient delivery.
- Study market conditions and trends to support informed purchasing strategies and cost-effective decisions.
- Collaborate closely with warehouse staff, inventory control, and leadership to align procurement with operational needs.
- Inspect incoming materials for quality compliance and address discrepancies with suppliers and internal stakeholders.
- Acquire goods and services that align with organizational standards for quantity and quality and manage vendor contracts effectively.
- Build relationships with suppliers and negotiate with them for the best pricing
- Process requisitions and update management on the status of orders
- Update inventory and ensure that stock levels are kept at appropriate levels
- Arrange transport of goods and track orders to ensure timely delivery
- Analyze market trends and apply this knowledge to make insightful buying decisions
- Coordinate with the inventory team, management, and stockroom as required
- Assess the quality of stock received and escalate any discrepancies to suppliers.

SUMMARY

- Procurement professional with 14 years of experience in supplier negotiation and inventory management, expert in market analysis and procurement strategy implementation. Key achievements include negotiating supplier contracts to reduce procurement costs by 15% annually and increasing inventory accuracy from 88% to 97% within one year. Seeking a Procurement Officer position at [company name], where my procurement and negotiation skills can support your mission of [company's mission].

KEY ACHIEVEMENTS



Contract Cost Reduction

Negotiated supplier contracts, reducing procurement costs by 15% annually.



Inventory Accuracy Improvement

Increased inventory accuracy from 88% to 97% within one year.



On-Time Delivery Enhancement

Improved on-time delivery rates by 20% through strategic transportation planning.



Procurement Strategy Implementation

Implemented procurement strategy resulting in 30% reduction in stock shortages.

LANGUAGES

Arabic

Native



English

Proficient



EXPERIENCE

Purocurement officer

HALA Supply Chain Services

📅 07/2013 - 06/2020

Company Description

- Make purchase requests and purchase orders using Oracle Cloud Procurement modules for requisition and PO management.
- Coordinate with all employees to meet their needs
- Coordinate with the suppliers
- Deliver and distribute all purchased items for the company on every project site
- Communication with the accredited suppliers/vendors for quotations to meet the proper process and procedures prior to the purchase
- Verify the specified completion of work if completed as pre agreed schedule
- Checking of parchment inventory to identify the needful vs. stock hand
- Purchase goods or services that meet the quantity and quality expectations of the organization. Evaluate and negotiate contracts with vendors. Track inventory and restock goods when needed. Stay up to date on industry trends and new products.
- Coordinate with all employees to meet their needs
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Supervisor

Sinopec Service Saudi Arabia

📅 05/2012 - 06/2013 📍 Location

Company Description

- work plans and individual development plans.
- The supervisor's overall role is to communicate organizational needs, oversee employees' performance,
- provide guidance, support, identify development needs, and manage the reciprocal relationship between staff and the organization so that each is successful.

Buyer

TAMER Group Company

📅 12/2009 - 10/2011 📍 Dammam - Buyer

🔗 URL

Company Description

- Developing an effective and accurate system for monitoring purchase orders
- Delivering a weekly purchase order report to supervisors that indicates the invoice number for all closed orders
- Working within the management team to ensure that all deliveries satisfy the assigned orders and report any back ordered or missing products
- Assisting the Supply Chain Manager with maintaining inventory levels and materials on a regular basis
- Effectively communicating with the management team to ensure all orders are accurate

Customs Clearance

King Abdulaziz Seaport Dammam

📅 02/2007 - 11/2009 📍 Location

🔗 URL

Company Description

- Carrying out customers' clearance duties
- Preparing the necessary documents to be submitted to the competent authorities

EDUCATION

High Diploma

Institute of Public Administration

 Date period  Riyadh

- Diploma In Sales and Marketing Administration

CIPP&CIPM

blue ocean academy

 Date period  Location

- Note key learnings, experience and skills gained relevant to the job.