

Syed Umair Ali

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PROCUREMENT SPECIALIST

Over 14 years' experience (including 11+ years in KSA) ensure that all purchase requests are handled promptly to avoid interfering with the company's daily operations. When it comes to purchasing, I must abide by all relevant laws and regulations. Regarding product delivery, billing, quotes, requisitions, and procurement. I am well-versed in all the laws and guidelines. Having said that, I am confident that I will achieve my objective, detail-oriented approach to planning, and ability to put in place the best possible solution to ensure business continuity at optimized cost while adhering to deadlines & service levels.

Areas of Expertise

- Strategic Sourcing
- Purchase Life Cycle
- Multi-Category Procurement
- Vendor Development
- Expediting
- Pricing Negotiation
- SAP ERP.
- Team Motivation
- Supplier Negotiation
- Collaborative problem solving
- Personnel Management
- Comparison Shopping

EXECUTIVE SYNOPSIS

Procurement and Supply Chain

- Proven ability to source and manage contracts for specialized lab equipment, chemicals, and consumables, ensuring quality and compliance.
- Experienced in sourcing, evaluating & selecting potential suppliers/vendors/service providers, preparing/updating/maintaining category wise vendor lists, and continually evaluating their performances against KPIs in terms of cost, quality, and service level.
- Adept at managing procurement functions including consolidation of requirements for projects/operations, securing budgets, preparing & floating RFP/RFQs, techno-commercial evaluation/negotiation of bids, preparing recommendation for approval, issuing PO, finalizing contract agreements, expediting deliveries, processing payments, etc.
- Experience in acquiring essential hardware, software, and IT support services, aligning with departmental needs.
- Skilled in negotiating contracts for packaging materials and calibration services, ensuring product integrity and regulatory adherence.
- Demonstrated ability to enhance workflow and productivity through continual improvement in business process and resources utilization efficiency while developing and empowering teams to deliver highest levels of performance to meet KPIs & SLAs.
- Equally competent in handling supply chain projects and entire logistics functions of supply chain such as import logistics & processes, inbound & outbound logistics, warehouse & inventory management, distribution logistics, 3PL administration etc.
- Change agent and strong passion for establishing functional excellence in business processes & operations, through innovative plans & solutions, problem solving, and management of performances across supply chain functions
- Chemical & Civil Lab Supplies: Proven ability to source and manage contracts for specialized lab equipment, chemicals, and consumables, ensuring quality and compliance.
- Stationery & Printing: Expertise in negotiating competitive pricing for office supplies and printing services, optimizing costs without compromising functionality.
- IT Equipment & Services: Experience in acquiring essential hardware, software, and IT support services, aligning with departmental needs and budget constraints.
- Packaging Materials & Services: Skilled in negotiating contracts for packaging materials and calibration services, ensuring product integrity and regulatory adherence.
- Equipped with excellent negotiation skills and a commitment to achieving optimal value for the company. Eager to leverage expertise to contribute to the success of procurement team.

RECENT EXPERIENCE



Procurement Specialist
Petrochemical Conversion Company Ltd– Jubail

Dec 2022- Present

Key Deliverables

- Evaluating and negotiating contracts with vendors
- Ensuring that all PRs are timely addressed by the team members.
- Purchasing goods or services that meet the quantity and quality expectations of the company.
- Preparing and issuing purchase orders and agreements.
- Executing import consignment and loading operations to transport the goods from international origins to company warehouse.
- Making sure that the shipment deliveries are carefully planned to progress through the functional steps while maintaining the government & custom documentation and agreement needs.

Key Achievements

- Achieved annual savings in procurement budget by 20%.
- Added new vendors for packaging materials which were beneficial in terms of lead time and commercially favorable.
- Since the SAP S4Hana implementation, I am the primary support contact for any issues users encounter while creating Service Entry Sheets (SES) or Purchase Requisitions (PR).



Purchasing Specialist
Zain Industries (subsidiary of Alujain Corporation) – Jubail

Jul 2019 – Dec 2022

Key Deliverables

- Sourcing and identifying prospective suppliers.
- Consulting with internal project/production teams and maintaining strong supplier relations.
- Working closely with the projects team to understand details of procurement requirements.
- Developing and implementing procedures for ensuring that adequate inventory levels are present.
- Collaborating with other teams including sales, shipping, and purchasing.
- Evaluating products and suppliers according to key business criteria.
- Preparing proposals, requesting quotes, and negotiating purchase terms and conditions.
- Tracking inventory and restocking goods when needed
- Purchasing goods or services that meet the quantity and quality expectations of the company.
- Preparing and issuing purchase orders and agreements.
- Executing import consignment and loading operations to transport the goods from international origins to company warehouse.
- Managing compliance of procurement and contract function with company policies & procedures.

Key Achievements

- Achieved annual savings in procurement budget by 35% in year 2021
- Identified issues with a major supplier/subcontractor during insolvency, and successfully managed to maintain uninterrupted supplies / services thereby not impacting customer projects.
- Partnered with international suppliers on long-term supply contracts ensuring legal, cost, and contractual compliances.



Purchase Officer

RICI Mohammad Abdullah Al-Azzaz Co. Ltd. (Canadian JV) – Dammam Aug 2016 – Jul 2019

Key Deliverables

- Operating and collaborating with all parties to find solutions to complex purchasing issues.
- Generating purchase orders in ERP and issuing them to suppliers.
- Ensuring that all purchase orders are logged, and material is received on time.
- Coordinating accounts w.r.t suppliers' payments.
- Monitoring all supplier purchase orders.
- Developing a purchasing strategy.
- Ensuring inventory levels are adequate for the end users' requirements.
- Negotiating with third parties and suppliers.
- Developing relationships with suppliers.
- Monitoring the cost and performance of major suppliers.

Key Achievements

- Set up Testing Laboratory in Safwaniya, Haradh & Jubail in compliance with ISO 9001:2015 & ISO 17025
- Achieved annual savings of 15% in year 2019.



Purchase Officer

Assistant Purchase Officer – October 2012 – August 2016

Key Deliverables

- Responsibilities of Fully Computerized & ERP Procurement. Screening of Requisitions Prior to forwarding it to Procurement.
- In-charge. Material Procurement Receipts.
- Materials Management, Purchase Order is prepared in System (Reconciliation vendor Statement with System & Manual. Stock Verification, analysis of Vendor Performance.
- Establish & maintain strong working partnerships with key suppliers.
- Developing purchasing and supply chain in accordance with the company's requirements.

CREDENTIALS

Education

- **Bachelor of Commerce**, University of Karachi, Pakistan, 2008.

Professional Development

- ISO 17025 Internal auditor certification (RICI)
- Diploma in computer applications from Pak Institute (Karachi)

Computer / Software Literacy

- SAP S4HANA
- FOCUS
- Microsoft Dynamics 2012
- MS Office programs.

PERSONAL PARTICULARS

- **Date of Birth:** September 08, 1985.
- **Language Known:** English, Arabic, Urdu & Hindi
- **Nationality:** Pakistani.
- **Passport Status:** No. DV1791933, valid till 25/02/2026.
- **Visa Status:** Transferable Iqama
- **Driving License:** Valid 4-wheeler driving license (KSA)