

Hossam Abdalmjeed

Senior Procurement Specialist

● Location: [Saudi Arabia](#) ● Phone: [+966530728553](#) ● Email address: eng.hossamabdalmjeed@gmail.com ● Web: <https://www.linkedin.com/in/hossam-abdalmjeed>

Professional Summary

Enthusiastic and resourceful Procurement and Contracts Management Professional with 7+ Years of experience contributing in Managing Procurement processes , strategic sourcing, negotiating, and purchasing goods ,materials and services, to ensure that the companies operational needs are met, taking into account procurement policies ,price, quality and delivery to ensure continuity of supply, successfully I completed multiple large contracts with suppliers, achieving large cost savings, with quality standards, and timely delivery, with technical experience and skills to drive & lead business to success, Seeking an opportunity to join a growing organization where my diverse skills and abilities are applied while expanding my experience in a professional environment, along with the proper mindset to learn new capabilities simultaneously.

Education

July-2016, Sudan University of Science & Technology, Bachelor of Mechanical Engineering

Certifications

- Certified International Procurement Professional (CIPP®).
- Certified Risk Management Professional (RMP®).
- Saudi Engineering council membership - Mechanical Engineer.
- Certified Project Management Professional (PMP®).
- OSHA Compliance Passport (Safety).
- Supply Chain Professional.

Language

- Arabic : Native
- English : Fluent

Core Competencies & Skills

- Procurement & Supply chain.
- Materials Sourcing.
- Process optimization.
- SOP's formulation.
- Planning & Time Managements
- Teamwork.
- Networking.
- Self-Motivated.
- Contract Management.
- Supply chain management tools.
- Communication Skills.
- EPR: SAP-ORACLE-HANSA-SAGE.
- Microsoft Office Application.
- Attention to detail.
- Communication & Analysis Skills.
- EPR System: SAP -ORACLE- HANSA- SAGE.

Professional Courses

- Hvac.
- Plumbing.
- Fire Fighting.
- Incoterms 2020.
- Procurement Cycle design.
- Product Marketing Advanced-Volvo Certificate: (Basic Selling Skills/Sales Process/ Service &Solution/ Customer Support /Finding Marketing Material/Care Inspection /Oil Analysis).
- OSHA Industry (Safety).
- Basics of Automotive.
- Supply Chain Professional.
- Purchasing & Material Management.
- SAP MM.

Achievements

- Launched a strategic sourcing initiative that found alternative solution, resulting in annual savings of \$450,000 for the company.
- Trained and mentored a team of junior buyers, improving overall team performance and achieving departmental goals.
- Conducted research and identified unregistered suppliers, leading to their registration, which increased our supplier base by 25% and secured better prices for our company.

Work Experience

Senior Procurement and Contract Specialist, January/2024 - Present, Jubail, Saudi Arabia, Saudi Iron and Steel (Hadeed Sabc)

- Identify, evaluate, and establish relationships with suppliers to source high-quality MRO spare parts & services at competitive prices.
- Established the process of bidding and prepare the RFQ & RFP & RFI.
- Ensure the quality of procured MRO spare parts & services through rigorous supplier audits and compliance with industry standards.
- Manage the end-to-end procurement process, purchase order & contract creation.
- Implementing cost-saving measures and best practices.
- Collaborate with internal stakeholders, including maintenance and engineering teams, to understand and fulfill their requirements for MRO spare parts & services.
- Continuously analyze procurement data, and provide insights to improve decision-making.
- Analyze services & materials & machinery life cycle in the markets according to data gathered from suppliers, and alert engineering department with the new technologies that will reduce costs around 20% and then earlier adopting of effectively technologies.
- Negotiate contracts, improve prices and terms of business with suppliers and review opportunities to make business savings utilizing negotiation and procurement best practice tools and methods.
- Prepare and Monitor contracts/agreements to ensure compliance with terms and conditions and determine any need for changes.
- Assess and evaluate suppliers and contribute to performance reviews to ensure contract compliance.
- Monitor order status, expedite deliveries, and address any supply chain disruptions.
- Implement continuous improvement initiatives to streamline procurement processes and enhance operational efficiency

Procurement Operation Supervisor, June/2022 - December/2023, Riyadh, Saudi Arabia, Autobia Company

- Oversee and manage procurement team, ensuring clear communication and division of responsibilities.
- Develop and implement procurement strategies and processes that support company's growth and objectives.
- Enhancing procurement process above 35%: developed and implemented new procedures and policies to expedite and improve procurement process, such as streamlining purchasing procedures and enhancing inventory management system.
- Activating negotiation strategies: enhanced negotiation process with suppliers to obtain best deals and competitive prices.
- Collaborate with other departments to understand their procurement needs and establish procurement goals.
- Build relationships with suppliers, negotiate contracts, and monitor supplier performance.
- Identify cost-saving opportunities and implement strategies to optimize procurement process.
- Ensure compliance with company policies, procedures, and relevant regulations.
- Continuously analyze procurement data, identify trends, and provide insights to improve decision-making.
- Improving department performance: analyzed department's performance and identified areas that needed improvement, and implemented appropriate action plans to enhance efficiency and achieve departmental goals.
- Work closely with finance team to manage credit lines with suppliers and ensure timely payments.
- Work closely with IT team to design procurement cycle and process on ERP system to enhance and improve operation.
- Work with internal and external stakeholder to improve operation.

Senior Procurement Engineer, June/2021 - June/2022, Riyadh, Saudi Arabia, Dal Group (Sayga)

- Responsible for local & foreign Maintenance Repair Operations (MRO) Orders for 3 Business units (Sayga Pasta-Sayga Trading-Spray Dryer) & Projects Purchases.
- Identify, evaluate, and establish relationships with suppliers to source high-quality MRO spare parts at competitive prices.
- Ensure that stock and non-stock purchase requisitions are processed Expeditiously, And Work closely with Projects & Maintenance teams to understand details of procurement requirements.
- Manage the end-to-end procurement process, including purchase order creation, tracking to ensure timely delivery of MRO spare parts.
- Following & enforcing company procurement policies & procedures.
- Ensure the quality of procured MRO spare parts through rigorous supplier audits and compliance with industry standards.
- Reviewing, negotiating prices, comparing, analyzing & approving.
- Minimize supply chain disruption & execute projects on time 100% & on budget 100%.
- Searches qualifying suppliers & subcontractors.
- Conducted cost analysis and market research to identify cost-saving opportunities and improve procurement efficiency.
- Work cross-functionally with design, and project management to drive product Improvements and development.
- Identify opportunities for value engineering or alternative sourcing strategies.
- Monitor order status, expedite deliveries, and address any supply chain disruptions.
- Identify and mitigate potential risks in the supply chain to ensure a steady flow of essential MRO spare parts.
- Track Purchase Orders Status (Payment & Clearance & delivery process potential issues and risks).
- Implement continuous improvement initiatives to streamline procurement processes and enhance operational efficiency.
- Reduce end-to-end cycle & design procurement dashboard by identifying key performance indicators (KPIs) that should be highlighted.
- Coordinating with project manager and procurement manager to set up procurement plan for project start-up.
- Develop and implement procurement strategies and processes that support company's growth and objectives.

Project Engineer, June/2020 - June/2021,
Riyadh, Saudi Arabia, Dal Group (Sayga)

- Participate in developing comprehensive project plans outlining scope, timelines, and resource requirements.
- Support teams in successful execution of engineering related projects, ensuring adherence to quality standards and safety protocols.
- Support stakeholders in addressing inquiries, providing project updates, and Ensure proper allocation of resources effectively.
- Oversee project budgets, ensuring financial goals.
- Identify potential risks and develop mitigation strategies to address challenges proactively.
- Foster effective communication channels within project team and with external stakeholders.
- Oversees administration needs of projects and programs to ensuring project 100% deliver.
- Documenting and following up on important actions and decisions from meetings.
- Ensuring projects adhere to frameworks and all documentation is maintained appropriately for each project.
- Support implementation, management, supervision and evaluation of all activities of project in accordance with PMO strategic plan.
- Compile, maintain and report on monthly, quarterly and annual project statistics.
- Assist with coordinating workshops, conferences, site visits and related activities.
- Support implementation of quality assurance, including any processes and templates, across all projects.
- Implement change control process across all projects and Programs.

Parts Operation Supervisor, June/2019 - May/2020,
Riyadh, Saudi Arabia, AlBarajoub Group (Volvo Dealership)

- Lead procurement team, Assigning tasks and responsibilities to team members.
- Overseeing daily operations of the parts department.
- Developing and implementing operational procedures.
- Records Purchases maintains database, Stocktaking inventory, returns goods to suppliers, Suppliers invoices, and Discrepancies.
- Monitors inventory levels to assure high parts availability & turnover, prepares stock orders & recommends list of new products.
- Follow shipping documents with supplier and prepare them for customs and operation.
- Follow up on supplier's accounts and issue transfer documents.
- Pricing & Prepare C&F offers for customers & CSR, and actually Increase margin to 30%.
- Prepare weekly and monthly reports, And Established and analyze data base system to improve process.
- Analyzing data to identify trends and opportunities for improvement.
- Generating reports on inventory levels, sales, and performance metrics.

Buyer (Supply Chain Planner), January /2018 - May/2019,
Riyadh, Saudi Arabia, AlBarajoub Group (Volvo Dealership)

- Procure/goods locally, with accuracy, optimum delivery and pricing. Ensuring best conditions for the company.
- Work with warehouse personnel to ensure best practices between international and local purchases.
- Advice and aid in the establishment of local trade agreements.
- Audit performance of local vendors and agreements.
- Communicate with rigs to supply parts accurately and timely.
- Provide required reports to all internal clients.
- Establish payment terms with the local suppliers.
- Review, evaluate, and approve specifications for issuing and awarding bids to suppliers through RFQ process.
- Develop and implement purchasing and contract management instructions, policies, and procedures.
- Supply cost of parts information on repair orders, and update inventory control system.
- Follow up and ensure emergency orders are invoiced & delivered.

Mechanical Engineer, January/2017 - December/2017,
Riyadh, Saudi Arabia, AlBarajoub Group (Volvo Dealership)

- Inspecting equipment and conducting routine Maintenance & Service to ensure that machinery runs optimally with minimal downtime.
- Maintain computerized maintenance management system (CMMS) to track all maintenance activities and equipment history.
- Troubleshooting Equipment and repairing types of equipment.
- Planning and undertaking scheduled maintenance.
- Improve maintenance processes to reduce cost & downtime.
- Providing technical assistance to customers.
- Ensuring compliance with health and safety legislation.

References

References available upon request.