

Haytham Alhammad

Personal Information

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Riyadh, Saudi Arabia

Transferable Iqama

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Professional Summary

A highly motivated and detail-oriented Procurement Officer with proven expertise in contract management, procurement processes, and digital transformation projects. Demonstrated success in managing tenders, evaluating technical and financial proposals, and preparing contracts for various government entities. Highly proficient in Microsoft Office (Word, Excel, PowerPoint), KPI tracking, relationship management, and time management.

Work Experience

Procurement Engineer

Ministry of Digital Economy and Entrepreneurship, Directorate of Tenders and Procurement, Jordan

2022 – 2025

- Managed procurement activities for the ministry, ensuring the timely acquisition of services, materials, and works to meet operational needs.
- Coordinated the procurement of materials and services essential for the digital transformation of ministries and government institutions.
- Oversaw the execution and monitoring of procurement processes for key projects, including digital transformation, fiber optic network expansion, and World Bank-funded initiatives.
- Developed procurement standards, templates, and guidelines for the preparation of tender documents.
- Formulated and implemented cost-effective procurement strategies for raw materials, goods, and services.
- Introduced initiatives to improve procurement performance and streamline operational processes.
- Negotiated contracts with suppliers and contractors, securing favorable terms and minimizing risks.

- Built and maintained strong relationships with vendors, managing any disputes or challenges effectively.
- Conducted in-depth analysis of procurement data and cost assessments, preparing comprehensive reports for management.
- Leveraged electronic procurement systems to achieve cost savings, enhance efficiency, and accelerate purchase cycles.
- Ensured strict adherence to applicable laws, regulations, and procurement standards.
- Developed and implemented risk management strategies to mitigate procurement-related risks.
- Provided expert technical consulting for tenders and procurement processes.
- Performed secretarial duties for procurement committees, ensuring smooth operation and compliance.
- Contributed to technical evaluation committees, assisting in the assessment of technical and financial proposals.
- Monitored contract execution with contractors, suppliers, service providers, and consultants, ensuring compliance with legal requirements and project specifications.
- Coordinated the collection of guarantees and insurance for contract completion, taking necessary actions for any delays in compliance.

Site Supervisor

Khalid Abu- Abu Al-Rub Housing Company, Jordan

2021 – 2022

- Supervised finishing works in a residential housing project.
- Coordinated with subcontractors and workers on-site to ensure project deadlines and quality standards were met.

Education

Bachelor's in Civil Engineering

Jadara University, Jordan

Graduated: 2021

Certifications

- Primavera
- Microsoft Office
- Jordanian Electronic Procurement
- Engineering Supervision
- Accounting for Non-Accountants

Skills

- Microsoft Office
- KPIs Management
- Familiarity with Core Technology and Systems
- Great Relationship Management
- Time Management

Languages

Arabic

English