
MOHAMMED ALDOWAIS

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PROFESSIONAL SUMMARY

Detail-oriented procurement and supply chain professional with expertise in sourcing, purchasing processes, and inventory management. Possess analytical skills enhanced by certifications in procurement and contracts, as well as AI applications for business. Focused on enhancing supplier relationships, reducing costs, and driving operational excellence through technology-driven solutions.

EDUCATION

Bachelor's degree: Finance, 09/2018 - 06/2022

Prince Mohammad Bin Fahd University - Khobar, Saudi Arabia

- GPA: 3.32/4

CERTIFICATIONS

- Certified International Procurement Professional (CIPP) - IPSCMI, 09/2024
- Certified International Procurement Manager (CIPM) - IPSCMI, 09/2024
- Certified International Commercial Contracts Manager (CICCM) - IPSCMI, 06/2025
- Elements of AI for Business - MinnaLearn, 09/2025

WORK HISTORY

Financial Analyst Intern, 01/2022 - 06/2022

Prince Mohammad Bin Fahd University - Al-Khobar, Saudi Arabia

- Assisted finance team in account reconciliation and ensuring accuracy in financial data.
- Contributed to monthly financial report preparation, including balance sheets and cash flow forecasts.
- Performed data analysis to aid in budgeting, forecasting, and variance analysis.

Procurement Administrator, 12/2016 - 09/2018

Architectural Leadership Office & Eng. Consultancy - Riyadh, Saudi Arabia

- Provided administrative support to procurement and contract management team.
- Assisted with preparation of request for quotation (RFQ) documents and collected supplier proposals.
- Maintained records of vendors and suppliers for efficient management.

SKILLS

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| • Request for Quotation (RFQ) / Request for Proposal (RFP) management | • Strategic sourcing and supplier evaluation |
| • Purchase order (PO) processing and compliance | • Spend analysis and cost optimization |
| • Vendor negotiation and contract management | • Advanced Excel: Pivot Tables, VLOOKUP / XLOOKUP |
| • Supplier performance management: KPI, SLA | • ERP systems: SAP, Oracle |

LANGUAGES

Arabic

Native

English

Fluent
