

MUHAMMAD ZAMAN SALEEM

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Objective

Detail-oriented Procurement Supervisor with over 13 years of experience in procurement, sourcing, and supply chain management across large-scale construction, engineering, and industrial projects in Saudi Arabia. Adept at vendor management, cost optimization, and process improvement. Strong leadership and team collaboration skills with proven ability to handle multiple projects simultaneously while maintaining accuracy and compliance with corporate policies.

Work Experience

PROCUREMENT OFFICER | Jan, 2024 – Present.

Branch of Chengdu Design & Research Institute, (SINOMA CDI KSA)

- Source and purchase goods, services, and equipment at the best price and quality.
- Evaluate and select suppliers based on cost, quality, reliability, and service.
- Negotiate contracts, terms, and conditions with vendors.
- Maintain accurate procurement records and documentation.
- Monitor inventory levels and coordinate with relevant departments to meet demand.
- Ensure compliance with organizational policies and legal regulations.
- Develop and maintain positive relationships with suppliers.
- Prepare reports on procurement activities, savings, and supplier performance.
- Conduct market research to identify trends and potential suppliers.
- Resolve procurement-related issues or discrepancies efficiently.

PROCUREMENT OFFICER | Dec, 2022 – Dec, 2023. Othman Rashid Al Othman Info Tech Co., KSA.

- Conducted market analysis to identify cost-effective suppliers and negotiate pricing.
- Issued purchase orders aligned with stock levels and production schedules.
- Managed procurement documentation, invoicing, and freight terms.
- Oversaw sourcing strategies, evaluated bids, and supported vendor onboarding.
- Monitored supplier performance and ensured alignment with company goals.

PROCUREMENT EXPEDITOR | Dec, 2021 -Nov, 2022.

Sinopec Engineering Construction Saudi Group Co., KSA.

- Coordinated vendor deliveries, ensuring timely and damage-free material receipt.
- Acted as key liaison between sourcing teams, suppliers, and end-users.
- Issued expediting reports to update procurement timelines and delivery progress.
- Ensured compliance with procurement standards and streamlined delivery workflows.
- Reduced procurement cycle time by improving workflow and approval processes.

PROCUREMENT OFFICER | Feb, 2018 -Oct, 2021.
Ilyas Arab Engineering Construction Co., KSA.

- Handled full procurement cycle: sourcing, PO issuance, and delivery coordination.
- Negotiated optimal purchasing terms for local and overseas vendors.
- Supported project teams with accurate pricing, availability, and technical specs.
- Maintained procurement logs, vendor databases, and purchase reports.
- Ensured timely material deliveries to project sites.

PROCUREMENT OFFICER | September, 2012- Dec, 2017.
Hammad Ali Al-Yami Contracting Co., KSA.

- Managed stock and non-stock requisitions with transparency and competition.
- Prepared bid evaluations, contract awards, and purchase documentation.
- Developed strategic sourcing plans based on cost analysis and market research.
- Enforced procurement policies, legal compliance, and supplier evaluation metrics.
- Contributed to cost savings by identifying value-driven sourcing options.

Technical Skills

Procurement & Purchasing	Market Analysis	Team Player
Logistics Management	Supplier Relationship	Leadership & Training
Vendor relationship	Expedite Procurement Process	SAP, ERP, ODOO, Oracle
Sourcing new Vendor	Store Management	Microsoft Office & Out Look
Project Support	Inventory & Material Control	Supply chain- Logistic
Negotiation	Problem-Solving	Project Contract

Projects:

- ✚ Crude Oil Pipe Line Extension Project (Aramco)
- ✚ Saudi Electricity Company, (SEC KSA)
- ✚ Sadara Project (Jubail)
- ✚ Madan Project Ras Al Khair
- ✚ Eastern Cement Company (EPCC) (RCC) (QCC)
- ✚ Saudi Security Forces Medical Center (Riyadh) Project
- ✚ SWCC RO2 Project (Khobar)
- ✚ KFPUM Project (Dhahran)

Education

Degree	Passing Of Year	Name Of Institute
Bachelor of Commerce (B. Com)	2011	University of the Punjab, Lahore Pakistan

Personal Details

Date of Birth : 27-August-1988
Sex : Male
Father's Name : Muhammad Saleem
Marital Status : Married
Nationality : Pakistan
Address : Al-Khobar, Eastern Province, Saudi Arabia
Languages Known : English.
Passport no. : DW5750653

Declaration:

I hereby declare that the above given information is true as per my knowledge.