

Professional Summary

Results-oriented Procurement Officer with over 3 years of experience in supply chain management, purchasing, contract negotiation, and tender processes. Proven ability to optimize procurement operations, reduce costs, and improve stock availability. Skilled in supplier management, market analysis, and fostering strong vendor relationships to enhance operational efficiency. Experienced in the mining, agricultural, and building materials sectors.

Key Skills

- Procurement Strategy
- Supplier Management
- Contract Negotiation
- Market Analysis
- Inventory Management
- Reporting & Data Analysis (Excel, SAP, ERP systems)
- Stock Monitoring
- Communication & Team Collaboration

Professional Experience

Procurement Officer

Masdar Building Materials – Riyadh, Saudi Arabia | Jul 2024 – Present

- Monitored and maintained optimal stock levels across branches to prevent shortages.
- Analyzed stock requirements and placed orders based on demand forecasts.
- Followed up with suppliers to ensure timely deliveries, enhancing supply chain efficiency.
- Prepared detailed cost and sales reports for category managers.
- Collaborated with category managers to develop cost-saving strategies and boost sales.

Procurement Officer

DAL Mining – Khartoum, Sudan | Feb 2022 – Sep 2023

- Negotiated contracts and sourced vendors to secure cost-effective deals.
- Developed market analysis frameworks to identify cost-saving opportunities.
- Implemented streamlined order tracking systems, improving delivery timeliness.
- Created supplier evaluation criteria to enhance procurement decision-making.

Procurement Officer

Creative Solutions – Sudan | Aug 2021 – Feb 2022

- Conducted market research and implemented supplier price lists.
- Prepared and executed procurement plans aligned with business goals.

Supply Chain Officer

Central Trading Company – Sudan | May 2021 – Aug 2021

- Monitored inventory levels to optimize stock availability and cost.
- Led logistics improvement initiatives to boost transportation efficiency.

Key Achievements

- Reduced procurement cycle time by 20% through process optimization.
- Achieved a 15% reduction in material costs via strategic vendor negotiations.
- Implemented a proactive stock monitoring system, reducing stock-outs by 25%.
- Strengthened supplier relationships through timely payments and favorable terms.
- Entrusted with high-priority tasks by management, demonstrating reliability.

Education

Bachelor of Business Administration

University of Medical Science and Technology – Khartoum, Sudan | Jul 2016 – Feb 2021

- Major: Management
- GPA: 3.57 (Very Good)

Certifications & Courses

- Certified Supply Chain Professional (CSCP) – APICS (Coursework completed; exam not taken)