

FAHAD MUSLIYAR

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PROFESSIONAL SUMMARY

Motivated and detail-oriented procurement professional with experience in handling procurement operations for major clients such as Saudi Aramco and SABIC. Skilled in vendor coordination, purchase order management, regulatory compliance (SFDA, SABER), and logistics follow-up. Proven ability to manage procurement tasks efficiently, support project timelines, and maintain accurate records. Strong background in supply chain processes and business administration.

PROFESSIONAL EXPERIENCE

Procurement Coordinator – Oil Gas Sector

Medicare (Medical Supplies/Equipment)

feb 2024- Jan 2025

Eastern Province, Saudi Arabia

- Managed end-to-end procurement activities aligned with Aramco/SABIC procurement policies.
- Coordinated with end users and project teams to define technical and quantity needs.
- Issued RFQs/RFPs to approved vendors and conducted bid analysis for client approvals.
- Created purchase orders and ensured delivery timelines and documentation compliance.
- Maintained accurate procurement records, invoices, delivery notes, SFDA/SABER certificates.
- Liaised with logistics teams for customs clearance, site delivery, and HSSE compliance.
- Support in HSSE and site-specific safety documentation related to material transport and delivery.
- Monitor delivery schedules, update stakeholders, and handle any delays or supply disruptions.
- Assist in product registration with relevant authorities (SFDA, SABER) for supplies under Aramco and SABIC.
- Served as the primary point of contact for client procurement queries and updates.
- Contributed to contract renewals and vendor performance evaluation.
- Delivered monthly reports covering procurement KPIs, cost-saving opportunities, and efficiency metrics.

Procurement and Sales Coordinator

HOTPACK (packaging manufactures)

Jan 2025 - present

Dammam, Saudi arabia

- Coordinated procurement processes and sales operations across departments.
- Forecasted material requirements and planned procurement activities in advance of PO creation.
- Coordinated with finance and warehouse departments for invoice processing and goods receipt.
- Liaised with suppliers/customers to ensure accurate orders and on-time delivery.
- Created shipment certificates in the SABER system
- Managed quotations and documentation aligned with sales goals.
- Supported logistics and inventory planning, and prepared internal reports.

EDUCATION

Master of business administration, IGNOU, Delhi

Bachelor of business administration, University of Calicut

Supply Chain Logistics, The State University of new Jersey

Pursuing

2021 - 2024

2024

SKILLS

Procurement Coordination
Vendor Management and Negotiation
Saber System, SFDA Registration
SAP, TALLY, FALCON
Supply Chain and Inventory Control
Contract and Compliance Documentation
Financial Management
Business Analysis
Microsoft Office (Excel, Word, Outlook)

CERTIFICATIONS

Bachelor of business administration	2021 - 2024
Supply Chain Logistics	2024
Procurement and Logistics	2024
Higher Secondary Certificate	
Secondary School Leaving Certificate	2018
Certificate in Desktop Operations (MS Office, DTP)	2023

LANGUAGES

- English
- Hindi