

Mohammed Marwan Mohammed Al Hayek



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Nationality: Syrian | Date of Birth: 20 May 1976 | Marital Status: Married, 5 children

Location: Riyadh, Saudi Arabia

Professional Summary

Experienced **Procurement, Logistics, Maintenance** and **Warehouse Management** Professional with over 27 years of hands-on expertise in supply chain operations, warehouse supervision, customs clearance, vendor negotiation, and procurement planning. Proven leadership in managing large teams, coordinating cross-department tasks, and streamlining operations across various regions. Strong knowledge of Saudi customs regulations and logistical planning.

Work Experience

Procurement and Logistics Manager

Atheeb Food Catering Co. Ltd. & Modern Riyadh for Environmental Services (Atheeb Group)

Jan 2018 – Feb 2025 | Riyadh, Saudi Arabia

- Developed and implemented monthly/annual procurement and logistics strategies.
- Create and maintain excellent relationships with vendors/suppliers.
- Researching and evaluating prospective suppliers.
- Follow up with suppliers, as needed, to confirm or change orders.
- Manage supplier relationships and contracts for food, operations, constructions, landscaping, pest control and maintenance supplies.
- Directed procurement teams across company regions and branches.
- Ensured procurement compliance, budgeting, and multi-source purchasing.
- Reviewing, comparing, and analyzing products and services to be purchased
- Conduct market research to identify pricing trends
- Prepare reports on purchases, including cost analysis.
- Maintaining and updating supplier information such as delivery times, product ranges, etc.
- Also Update internal databases with order details (dates, vendors, quantities, discounts)
- Oversaw fleet maintenance, facility preparation, and vehicle operations.
- Supervising the company's vehicle and equipment maintenance workshops and directing their employees.
- Supervising all internal and external maintenance work for the company's buildings and equipment.
- Collaborated with Finance and Quality departments to align processes.
- Work with team members to complete duties as needed
- Teamwork, Logistics Management, Supply Chain Management, Communication and Leadership

Purchasing Coordinator

Saudi Medical Services Ltd. (SMS)

Apr 1997 – Oct 2017 | Riyadh, Saudi Arabia

- Handled all local and international procurement requests.
- Verified quotations, issued purchase orders, and managed GRRs.
- Coordinated delivery and warehousing logistics.
- Supervised packing/shipping processes and coordinated with Saudi & Yemeni customs.
- Managed petty cash and supplier payments.

Purchasing Representative

Saudi Medical Services Ltd. (SMS)

Apr 1998 – Mar 2009 | Riyadh, Saudi Arabia

- Evaluated suppliers, compared quotations, and negotiated deals.
- Ensured order accuracy, quality compliance, and delivery scheduling.
- Maintained updated procurement records and supplier follow-ups.

Customer Service Representative

Saudi Medical Services Ltd. (SMS)

Apr 1997 – Mar 1998 | Riyadh, Saudi Arabia

- Responded to vendor quotation requests and input purchase orders.
- Coordinated with the warehouse for timely delivery.
- Followed up with vendors for PO confirmations.

Education

General Secondary Certificate

Nahawand Secondary School

Riyadh 1994 - 1997

Skills

- Procurement Planning & Execution
- Logistics & Warehouse Operations
- Customs Clearance Coordination
- Operation and Maintenance
- Inventory Control & Stock Management
- Supplier Negotiation & Contracting
- Microsoft Office, GB, Delta & ERP Systems
- English & Arabic Typing
- Languages: Arabic (native), English (intermediate)

References

Jumiaan Al Shammary

Operations Division Director – Saudi Medical Services Ltd.

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Jamal El Zain

CEO – Atheeb Maintenance and Services Company. / Modern Riyadh for Environmental Services

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