

Ayman Suleiman

Contracts & Procurement Manager

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Professional Objective

To leverage over 20 years of experience in contracts and procurement management within the construction industry to drive strategic sourcing, vendor optimization, and cost-effective project execution for a leading organization in Saudi Arabia.

Professional Summary

Results-oriented Contracts and Procurement Manager with over 20 years of experience in the construction and contracting sector. Proven track record in procurement strategy, contract negotiation, ERP implementations (SAP, Oracle, BAAN), and supply chain optimization. Recognized for driving operational efficiency, reducing costs, and improving supplier performance. Bilingual in English and Arabic.

Core Competencies

- Contracts & Procurement Strategy
- ERP Systems: SAP, Oracle, BAAN
- Vendor Negotiation & Management
- Tendering, Sourcing & Risk Management
- Warehouse & Inventory Optimization
- KPI Development & Auditing
- Microsoft Excel, Access, MiniTab
- Fluent in English and Arabic

Soft Skills

- Leadership & Team Management
- Strategic Thinking & Problem Solving
- Negotiation & Communication
- Attention to Detail
- Time Management

Professional Experience

Contracts & Procurement Manager | First Design Company | Saudi Arabia | 2025 – Present

- Developed company-wide procurement policies, KPIs, and SOPs.
- Managed contracts for construction projects and controlled procurement budgets.
- Led negotiation and evaluation of vendor agreements, ensuring cost-efficiency.

Contracts & Procurement Manager | Wataniah Group Co. | Riyadh, Saudi Arabia | 2024 – 2025

- Led SAP ERP implementation and standardized procurement processes.
- Built supplier scorecards and improved sourcing turnaround time.
- Reduced procurement cycle by 20%.

Procurement & Logistics Manager | Taj Alsafa Real Estate Development Co. | Amman, Jordan | 2023 – 2024

- Added 15+ suppliers and minimized urgent cash purchases by 35%.
- Managed logistics across multi-site real estate projects.

Transportation Division Head & SCM Deputy Director | Saudi Fisheries Co. | Riyadh, Saudi Arabia | 2018 – 2020

- Reduced transportation costs by 50%.
- Developed supply chain KPIs, ethics code, and cost platforms using MS Access.

Purchasing & Tendering Lead | Initial Saudi Co. | Jeddah, Saudi Arabia | 2017 – 2018

- Managed tendering and procurement for MEP, IFM, and other business units.
- Implemented Oracle ERP and developed SOPs.

Warehouses Manager | Riyadh Cables Group | Riyadh, Saudi Arabia | 2014 – 2017

- Led logistics operations overseeing 230+ employees in warehousing and dispatch.
- Managed inventory control for raw materials, finished goods, and spare parts.

- Improved stock accuracy and reduced obsolete inventory by 25%.

Procurement & Contracts Manager | Riyadh Cables Group | Riyadh, Saudi Arabia | 2000 – 2013

- Negotiated long-term supplier contracts and improved procurement savings.
- Added 36+ suppliers annually, enhancing vendor competition and reducing lead time.
- Streamlined contract templates and improved compliance across departments.
- Implemented structured sourcing procedures aligned with business strategy.

Plant Manager | Maromix for Artificial Marble | Riyadh, Saudi Arabia | 1998 – 2000

- Improved production efficiency by 30% and monitored plant KPIs.

Production Manager | Jordan Center of Bituminous Products | Amman, Jordan | 1993 – 1998

- Implemented ISO standards and safety protocols for production processes.

Education

Bachelor's Degree in Chemical Engineering, Jordan University of Science & Technology | 1993

Certifications

- Diploma in Supply Chain Management (2017)
- Certified Store & Purchasing Management (2015)
- Project Management Professional – PMP (2015)
- Excel & MiniTab Certification (2015)