

TARIQ BAHABRI

Purchase Department

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ABOUT ME

Procurement professional with 10+ years' experience in purchasing and operations.

Currently a Purchasing Manager at ADA Laundries. Bilingual, tech-savvy, and results-oriented.

PERSONAL DETAILS	LANGUAGES
Nationality: Indian ID:2134203559 Date of birth: 28 Feb 1991 Marital status: Married	Arabic English

WORK EXPERIENCE

Hyosung Motorcycle Agencies | Rockers Agency | Khobar | 2011-2014

Sales and Maintenance Reception

- Assist customers in selecting suitable motorcycle models and accessories.
- Maintain accurate records of service work and parts used during repairs.
- Manage inventory levels of parts and accessories to ensure availability.

Purchaser | Bakhshab Transport & Trading Company LTD. | Khobar | 2014 – 2024

Purchasing Representative 2014 – 2024:

- Continuously working to provide value and quality in materials.
- Continuously monitoring material prices and selecting the best supplier.
- Monitoring, coordinating, and settling monthly purchases.

Banking Transactions 2014 – 2023:

- Create all banking transactions and follow up with the accounts and relevant Dep.
- Follow up on incoming remittances with the sales and maintenance departments.

Sales Follow-up 2018 – 2020:

- Tracking items sold by price, vendor, and monthly quantity
- Creating monthly sales tables and comparisons, comparing as required and average sales

Customs Card Officer 2019 – 2020:

- Review and receive customs labels for vehicles
- Reserve and follow up on customs cards for representatives
- Endorsement of customs cards

Plates and Authorization Issuance 2014 – 2023:

- Issuing customer vehicle plates and registrations
- Coordinating with the vehicle delivery department to deliver documents and registration plates to customers
- Following up on vehicle registration fee payments with the payment department

Human Resources Assistant 2020 – 2022:

Purchase Manager | ADA ECO Laundries | Dammam | Apr 2024 – Present

- Coordinating purchase requisitions from departments and creating purchase orders
- Continuously monitoring purchase prices on a regular basis
- Creating items, groups, and codes.
- Monitoring inventory
- Dealing with suppliers and monitoring their credit accounts.
- Monitoring supplier payments.
- Organizing the purchasing process and coordinating with departments for order and purchase schedules.
- Settling and closing purchase invoices on a monthly basis and coordinating with accounting.
- Coordinating purchase requisitions from departments and creating purchase orders.

Achievements & Responsibilities

Bakhashab Transport & Trading Company LTD.

Achievements:

- Developed a complete procurement workflow from request initiation to purchase order closure.
- Designed professional request and purchase order templates using Microsoft Excel.

Responsibilities:

- Sourced all required materials and services from qualified suppliers.
- Continuously researched and evaluated new suppliers to obtain better pricing and equal or improved quality.

ADA ECO Laundries

Achievements:

- Successfully reduced the cost of selected purchased materials by 20% to 70%.
- Identified reliable suppliers for regularly consumed materials.
- Established annual contracts with key suppliers and organized the procurement and supply process.

Responsibilities:

- Continuously created and categorized material codes for better organization.
- Monitored the progress of purchase orders with sales representatives.
- Settled purchase-related accounts and petty cash with the finance department.
- Tracked material prices throughout the year using invoices.