

OBJECTIVE

Results-driven procurement professional with expertise in sourcing, negotiating, and managing vendor relationships to ensure cost-effective purchasing. Skilled in optimizing procurement processes and ensuring timely delivery. Seeking to leverage my skills in procurement and supply chain management to contribute to a dynamic organization.

PERSONAL DETAILS

Date of birth
20 Sep 1985

Nationality
Saudi

Marital status
Married

SKILLS



LANGUAGES



IBRAHIM
ALSOYLH
BUYER PROCUREMENT

📍

Eastern Region, Dammam, Saudi Arabia

☎

0534378385

✉

ibrahem40000@gmail.com

EDUCATION

COLLEGE OF TECHNOLOGY	Higher National Diploma Marketing
COMMERCIAL SECONDARY	High school diploma Office Administration

WORK EXPERIENCE

REZAYAT TRADING COMPANY LTD Khobar Jan 2022 - Present	Buyer Procurement - Issued purchase orders using SAP, coordinating with suppliers to ensure timely delivery and seamless operations. - Facilitated prompt payment processing between suppliers and the company's finance department to ensure uninterrupted supply chains. - Managed and processed invoices and related data using SharePoint. - Provided suppliers with detailed bank transfer information via SharePoint. - Corrected purchase order errors through SAP.
ARKAD COMPANY Khobar 2016 - 2019	Admin Specialist HR and Administator
AMIAANTIT Dammam 2014 - 2015	Employees Relations HR - Employees Relations
SALMAN ALJAWHAR FACTORIES Dammam 2012 - 2013	Administrator HR and Administrator
SALIM ALYAMI CO. Dhahran 2010 - 2012	Data Entry Procurement clerk

COURSES

- Training track completion certificate HR
- Time management and effective planning course
- Effective communication course
- Achieving and making goals course
- 3 Courses of Analysis of personal patterns (DISC)
- 2 English courses (British Council)
- Work Searchers Program (P. Admin Institute)