

Rbah Zamil Al Shohail

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Summary

I am a driven and passionate procurement and supply chain professional with a solid academic background in Business Information Technology Management from the United States. I bring strong experience in purchasing operations, strategic sourcing, supplier negotiations, and contract management.

Certified in CIPP, CIPM, and CISC, and trained in SAP MM (Materials Management), I leverage system-driven solutions to optimize procurement processes and enhance operational efficiency. I am particularly passionate about utilizing technology and data analysis to drive operational excellence, reduce costs, and deliver measurable value to organizations.

PROFESSIONAL EXPERIENCE

Purchase Supervisor - AJA pharmaceutical co.

Saudi Arabia | 2016 – 2020

- Oversee procurement operations, ensuring cost-effective purchasing strategies.
- Develop and manage relationships with local and international suppliers to secure high-quality materials.
- Negotiate contracts and agreements to achieve optimal pricing and delivery terms.
- Ensure compliance with pharmaceutical industry regulations and company procurement policies.
- Collaborate with supply chain, production, and quality assurance teams to meet manufacturing demands.
- Implement procurement analytics to track spending and identify cost-saving opportunities.
- Monitor inventory levels and coordinate with warehouses to ensure timely replenishment of critical materials.
- Drive process improvements in purchasing workflows to enhance efficiency and reduce lead times.

Field Data collaborator – General Authority for statistics

Saudi Arabia | 2022 – 2022

- Conduct field data collection by visit households and business establishments to collect data through surveys.
- Enter and update data into the system with high accuracy and ensure completeness of all enquired fields.
- Validate collected daily data and follow up with respondents if there are missing details.
- Interact respectfully with citizens and residents and present the official identification during fieldwork.
- Provide daily progress updates including completed surveys, encountered challenges or any technical issues.

Procurement Officer – G&A - Al Jomaih Bottling Plants ABP – PepsiCo Bottler, a subsidiary of Al Jomaih Holding group

Saudi Arabia | 2025 – Present

- Processed and converted purchase requisitions from General & Administrative (G&A) departments into purchase orders using Oracle ERP and COUPA systems.
- Issued RFQs and negotiated contracts for services.
- Created and managed accurate POs in compliance with internal policies, ensuring pricing accuracy, Delivery timeline, and proper documentation.
- Coordinated with suppliers and internal stakeholders to ensure timely delivery and service execution, Resolving discrepancies and delays.
- Performed 3-way invoice matching (PO, GRN, Invoice) and supported the finance team in clearing vendor payments.
- Maintained organized records of procurement transactions and generated reports to support cost control and KPI tracking.
- Ensured compliance with company procurement policies, audit requirements, and budget controls.

Tools & Systems:

Oracle ERP (Purchasing Module), COUPA Procurement Software, Microsoft Excel, internal approval workflows.

EDUCATION

Bachelor's Degree in Business Information Technology Management

Montana Technological University | USA/ 2014

LICENSES AND CERTIFICATIONS

- **Certified International Procurement Professional (CIPP)** from the International Purchasing and Supply Chain Management Institute IPSCMI, USA
- **Certified International Procurement Manager (CIPM)** from the International Purchasing and Supply Chain Management Institute IPSCMI, USA
- **Certified International Supply Chain Professional (CISCP)** from the International Purchasing and Supply Chain Management Institute IPSCMI, USA
- **SAP MM-** Materials Management

SKILLS

- Procurement & Supply Chain Management
- Strategic Sourcing & Contract Management
- Inventory Control & Logistics Coordination
- Supplier Negotiation & Relationship Management
- Cost Reduction & Process Improvement
- Data Analysis & Procurement Optimization