

Hadeel Al-Harbi

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EXPERIENCE

BUYER

AL Amara International Trading & Contracting Co. Ltd.

JAN 2025 - Present

- Handled full procurement cycle, ensuring compliance with purchase terms and approvals
- Monitor overall Purchase Requisitions and turn-around buying activities against the budget, schedule and KPI and attribute and provide corrective solution assistance where appropriate.
- Manage day-to-day activities for spot buying MRO materials.
- Review the PR information to ensure that all data for requested parts are available to enable to source the exact parts.
- Select material supplier based on technical and commercial evaluation.
- Issuing PO's for stock & nonstock items.
- Ensure compliance with Procurement policies and procedures.
- Working and handling all types of PR's received from all the company affiliates and ensure closing it within KPI.
- Sourcing and getting the best source for the required material.
- Create Value by negotiate with the suppliers and get the best discount and best delivery time.
- Consider the local content in the commercial comparisons.
- Develops and maintains relationships with wholesalers and suppliers.
- Manage and set up a long-term agreement to maintain the stock.
- Sourcing and inviting the local and OEM suppliers to be registered.

PROCUREMENT DEPARTMENT - COOP TRAINEE

ADVANCED PETROCHEMICAL COMPANY

JAN 2024 - MAY 2024

- Working on the procurement process, starting from the Purchase Request to the Purchase Order.
- Searching for suppliers, sending quotes, and setting up meetings to determine the needs of the End-User.
- Evaluate vendor proposals to ensure that all requirements are met.
- Use and analyze data and discover areas for improvement through the data available in SAP System.
- Review end users' PRs and SoW to ensure that all information and requirements are mat.

EDUCATION

JUBAIL INDUSTRIAL COLLEGE

2024

Bachelor Of Science in Management Information Systems

CERTIFICATIONS

- Certified International Procurement Professional (CIPP)
- Certified International Procurement Manager (CIPM)

SKILLS

- Procurement operations
- Negotiation
- Communication Skills