

TAHIR MAHMOOD

Sr. Procurement Officer

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Email: tamah.nab@gmail.com

Location: Dammam, Saudi Arabia

Professional Summary

Results-driven Senior Procurement Officer with over 14 years of experience in procurement, supply chain management, and vendor sourcing across logistics, power rental, IT, and industrial sectors in Saudi Arabia and Pakistan. Proven expertise in strategic sourcing, contract negotiation, cost optimization, and ERP-based procurement operations, including Oracle systems. Skilled in managing end-to-end procurement cycles, supplier relationship management, demand forecasting, and inventory optimization while ensuring compliance with project requirements and delivery timelines

Skills

- Strategic Sourcing
- Procurement Management
- Vendor Management
- Supplier Negotiation
- Contract Management
- Cost Reduction Analysis
- ERP (Oracle) Systems
- Purchase Order Management
- CAPEX Procurement
- Demand Planning
- Forecasting
- Inventory Optimization

Work Experience

Sr. Procurement Officer

- JTC Logistics Company – Power Rental Division
- Dammam, Saudi Arabia
- November 2020 – Present

Responsibilities:

- Managed end-to-end procurement cycle using Oracle ERP, including purchase requisitions, purchase orders, and vendor onboarding
- Conducted strategic sourcing, supplier evaluation, and price negotiations to achieve cost optimization targets
- Performed demand planning, forecasting, and inventory optimization for project and operational requirements
- Monitored logistics coordination, delivery schedules, and SASO compliance documentation

Sr. Procurement Officer

- ArkanTel (Arkan Almustaqbal for Security)
- Dammam, Saudi Arabia
- December 2011 – October 2020

Responsibilities:

- Executed supplier sourcing, vendor evaluation, and procurement strategy development for low-current and MEP systems
- Managed BOQ analysis, tender evaluation, and cost estimation for project procurement
- Coordinated with technical, sales, and project teams for procurement planning and execution
- Handled shipment tracking, expediting, and delivery inspection to ensure project timelines

Office Administration & Sales Coordinator

- Tulbia Industrial Services
- Dammam, Saudi Arabia
- November 2010 – November 2011

Responsibilities:

- Coordinated internal sales operations, quotation preparation, and order processing
- Managed document control, filing systems, and procurement documentation
- Handled client and vendor communication for operational coordination
- Processed purchase orders and tracked delivery schedules

Office Administrator & IT Coordinator

- Acute Business College
- Lahore, Pakistan
- March 2009 – October 2010

Responsibilities:

- Managed student database, enrollment systems, and batch scheduling
- Coordinated computer-based examinations and academic operations
- Administered office IT systems, data entry, and record management
- Organized staff meetings, scheduling, and operational planning
- Supervised student affairs and administrative support functions

Inventory Control Officer

- Mehmood Brothers Distributors
- Kasur, Pakistan
- January 2007 – February 2009

Responsibilities:

- Managed warehouse inventory control and stock reconciliation
- Monitored stock levels and replenishment planning
- Coordinated receiving, dispatching, and logistics operations
- Generated inventory reports and stock movement analysis
- Supervised packing, loading, and warehouse operations

EDUCATION

Bachelor of Arts

- University of Punjab, Pkistan
- January 2009

Diploma in Computer Applications (DCA)

- Govt Islamia Degree College, Kasur, Pakistan

CERTIFICATIONS

- Certified International Procurement Professional (CIPP)
- IPSCMI
- February 2025

COMPUTER CERTIFICATION

- Diploma in Computer Applications (DCA)
- Govt Islamia Degree College, Kasur, Pakistan

LANGUAGES

- English
- Urdu
- Punjabi
- Arabic (Basic)

PERSONAL DETAILS

- Date of Birth: 13 February 1987
- Nationality: Pakistani
- Marital Status: Married
- Gender: Male
- Visa Status: Transferable
- Driving License: Yes
- Religion: Islam
- Passport Number: NJ0152942