

Seeking new opportunity to apply my skills in high-level professional environment and to expand my knowledge and improve my skills. I have excellent interpersonal and communication skills that will lead me to add value to the organization.

EXPERIENCE

PROCUREMENT SPECIALIST, Aied Co
Mar ٢٠٢٤, Mar ٢٠٢٥

١. Project Needs Identification:
- Coordinate with engineers/site supervisors to determine material needs (e.g., asphalt, concrete, steel, curbs, bollards, cat eyes).
٢. Supplier Sourcing & Negotiation:
- Source reliable vendors, request and assess RFQs.
 - Negotiate pricing, payment terms, and delivery.
٣. Purchase Order Management:
- Issue POs based on approved specs and requirements.
٤. Logistics Coordination:
- Track shipments, ensure timely site delivery.
 - Coordinate offloading and storage with warehouse team.
٥. Supplier Management:
- Evaluate supplier performance and maintain strong relationships.
٦. Cost & Budget Control:
- Ensure procurement aligns with budget.
 - Support cost tracking and reporting.
٧. Documentation:
- Maintain accurate records (contracts, invoices).
 - Match deliveries with orders and specs.

October ٢٠٢٢ – October ٢٠٢٣

PROCUREMENT OFFICER, MADAF Trading & Contracting Co

Reviewing, comparing, analyzing, and approving products and services to be purchased. Managing inventories and maintaining accurate purchase and pricing records. Maintaining and updating supplier information such as qualifications, delivery times, product ranges, etc.

٢٠١٥ – JUL ٢٠٢

PROCUREMENT & SUPPLY CHAIN, ALQAISM ALANEEQ

Manage the entire process in the planning of procurement and supply chain activities, inventory control, logistics and distribution, ensuring effectively-functioning process to avoid costly and lost opportunities

EDUCATION

APRIL ٢٠٢١

ENGLISH, IH CAPE TOWN

Completed English Program at institute of IH Cape Town (South Africa). Fluent verbal and writing English skills.

NOV ٢٠٢١

MECHANICAL TECHNICIAN, TVTC

Graduated from Technical and Vocational Training Corporation (TVTC), specialized in Vehicle Maintenance.

SKILLS

- Analytical skills
 - Complex problem solving □ Critical thinking
- Operation monitoring
 - Quality Control Analyses
 - Written and verbal communication

TRAINING

- Cyber Security – August ٢٠٢١
 - Marketing – October ٢٠٢١
- Artificial Intelligence – July ٢٠٢١