

Saad Shaukat

Email: Saadsheikh115@hotmail.com

Phone: +966 54 640 4845

PROFESSIONAL SUMMARY

Dedicated and detail-oriented Procurement and Supply Chain Specialist with over 8 years of professional experience in sourcing, vendor management, logistics, and inventory control within dynamic business environments. Proven ability to negotiate favorable terms, reduce costs, and streamline operations to support organizational goals. Strong analytical, communication, and stakeholder management skills, with hands-on expertise in ERP systems and procurement strategy implementation.

CORE COMPETENCIES

- Procurement & Vendor Management
- Supply Chain Coordination
- Inventory & Warehouse Management
- Purchase Planning & Order Processing
- Logistics & Distribution
- Contract Negotiation
- Time Management & Reporting
- ERP Systems (BAAN)
- Microsoft Office (Excel, Word, PowerPoint, Outlook)

PROFESSIONAL EXPERIENCE

Unicharm Gulf Hygienic Industries— Riyadh, KSA

Purchasing Officer & Logistics Coordinator

Aug 2024 – Present

- Oversee procurement of goods and services from local and international suppliers.
- Manage the flow of goods from origin to consumption in line with customer requirements.
- Supervise purchase orders and payments to suppliers.
- Coordinate with suppliers, retailers, and logistics partners for cost-effective, timely delivery.
- Monitor shipment schedules and logistics processes, issue the saber shipment certificate and Fasha authorization.
- Maintain warehouse stock records, manage documentation, and prepare reports for management.
- Ensure all products meet required quality and quantity standards.

Hoshan Company Limited – Riyadh, KSA
Purchasing Supervisor & Logistics Coordinator
Jan 2018 – Mar 2024

- Oversee procurement of goods and services from local and international suppliers.
- Manage the flow of goods from origin to consumption in line with customer requirements.
- Supervise purchase orders, track inventory, and ensure timely restocking.
- Coordinate with suppliers, retailers, and logistics partners for cost-effective, timely delivery.
- Monitor shipment schedules and logistics processes to fulfill client demands.
- Maintain warehouse stock records, manage documentation, and prepare reports for management.
- Ensure all products meet required quality and quantity standards.
- Provide on-time supply services to customers and coordinate product distribution.

Arab Soft Computer Co. (ACS) – Riyadh, KSA
Purchasing Supervisor
Dec 2013 – Dec 2017

- Managed procurement operations including sourcing, order management, and vendor coordination.
- Tracked shipments and ensured accurate delivery timelines.
- Communicated with suppliers and customers to maintain effective and long-term relationships.
- Maintained stock logs and prepared periodic procurement reports for upper management.
- Supported warehouse activities including inventory monitoring and fulfillment processes.

EDUCATION

Computer Technician Diploma
Khizria Institute of Professional Science, Pakistan
Jan 2009 – Dec 2012

Higher Secondary School Certificate (HSSC)
Board of Intermediate & Secondary Education, Rawalpindi, Pakistan
Jul 2007

Computer Certificate Courses:
MS Office, Internet Usage
AutoCAD 2D/3D, Front Elevation, Foundation Design

International Logistics & Transportation in Supply Chain

Procurement Management- Job Training Course

Warehouse Management in Logistics & Supply chain Management

IT procurement Course

CISCP Certificated International Supply Chain Professional (In Process)

CISCM Certified International Supply Chain Manager (In Process)

LANGUAGES

- English: Good
- Arabic: Satisfactory

PERSONAL INFORMATION

- Nationality: Pakistani
- Residence: Saudi Arabia
- Birth Date: 25 February 1988
- Marital Status: Married
- Iqama Status: Transferable
- Driving License: Available

References:

International Purchasing and Supply Chain Management Institute



Saad Shoukat

is hereby Certified as a

Certified International Supply Chain Professional
(CISCP)

As a purchasing and supply chain management professional, this includes the responsibility to maintain the highest ethical practice to favorably reflect upon the profession.

Given at Lewes, Delaware the United States.

Certification ID: CISCP2251145852
Issue Date: November 20, 2025
Expiration Date: November 20, 2030



President, Certification Committee

International Purchasing and Supply Chain Management Institute



IPSCMI

Saad Shoukat

is hereby Certified as a

**Certified International Supply Chain Manager
(CISCM)**

As a purchasing and supply chain management professional, this includes the responsibility to maintain the highest ethical practice to favorably reflect upon the profession.

Given at Dames, Delaware, the United States.

Certification ID: CISCM2251141688

Issue Date: November 20, 2025

Expiration Date: November 20, 2030



President, Certification Committee



Certificate no: UC-74281949-4b64-40a6-a5ea-5fe04233ded5

Certificate uri: ude.my/UC-74281949-4b64-40a6-a5ea-5fe04233ded5

Reference Number: 0004

CERTIFICATE OF COMPLETION

IT Procurement Course Complete

Instructors **ITProc Pros**

Saad Sheikh

Date **May 30, 2024**

Length **2.5 total hours**



Certificate no: UC-2e5c4043-61da-4a49-9d8e-1021b91ec6a0

Certificate url: [uda.my/UC-2e5c4043-61da-4a49-9d8e-1021b91ec6a0](https://udacity.com/certificate/UC-2e5c4043-61da-4a49-9d8e-1021b91ec6a0)

Reference Number: 0004

CERTIFICATE OF COMPLETION

Warehouse Management in Logistics & Supply Chain Management

Instructors **Adarsh Amal**

Saad Sheikh

Date **May 5, 2024**

Length **4.5 total hours**



Certificate no: UC-b28f361d-f4c5-4242-b274-d2939afcd7d

Certificate url: [ude.my/UC-b28f361d-f4c5-4242-b274-d2939afcd7d](https://udemy.com/certificate/UC-b28f361d-f4c5-4242-b274-d2939afcd7d)

Reference Number: 0004

CERTIFICATE OF COMPLETION

International Logistics & Transportation in Supply Chain.

Instructors **Adarsh Amal**

Saad Sheikh

Date **May 30, 2024**

Length **4.5 total hours**



PROFESSIONAL SKILL SCIENCES COUNCIL
Established under Ordinance (ACT, XXI of 1860) Government of Punjab, Pakistan
Professional & Technical Education
COMPETENCY BASED



ACT, XXI OF 1860
Govt. of Punjab

Reg No. PSSC/KIPS/LME-SDD-0010-002136
Roll No. 001305

Sr. No.: 201136

Diploma

THIS IS TO CERTIFY THAT

SAAD SHOUKAT S/O SHOUKAT IQBAL

has completely fulfilled all requirements for the prescribed studies & examinations of the institution in

COMPUTER TECHNICIAN

Student of

KHIZRIA INSTITUTE OF PROFESSIONAL SCIENCES, LAHORE

Duration: Three Years (Passed in six semesters consisting of six months each)

Session: 2009 - 2012



Total Marks	Marks Obtained	Percentage	Grade
3000	2100	70%	B+

RECTOR

CONTROLLER OF EXAMINATION

COLLEGE PRINCIPAL



الخليج للأنظمة
gulf systems

التاريخ: 1445/10/20 هـ
الموافق: 2024/04/29 م

شهادة خبرة وإخلاء طرف EXPERIENCE & RELEASE CERTIFICATE

Gulf Systems Company. hereby certifies that the below mentioned employee has worked at the company, as per the following details: بهذا تشهد شركة الخليج للأنظمة بأن المذكور بياناته أدناه قد عمل لدى الشركة ، وذلك حسب البيانات التالية :

المعلومات الشخصية Personal Details

Emp. Name: SAAD SHAUKAT IQBAL SHEIKH
Nationality: Pakistan

الاسم : سعد شوكت اقبال شيخ
الجنسية : باكستان

معلومات الوظيفة Job Details

Job Title: Purchase Supervisor
Department : Procurement

المسمى الوظيفي : مشرف مشتريات
الإدارة / القسم : المشتريات

معلومات الخدمة Service Details

Date of Hire: 11/02/2018
Date of EOS: 07/03/2024

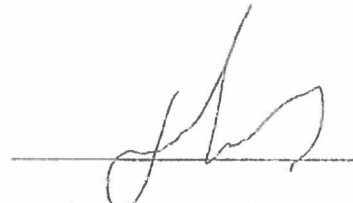
تاريخ التعيين : 11/02/2018 م
تاريخ نهاية الخدمة : 07/03/2024 م

He has been released and given this certificate without any liability to the company.

وقد تم إخلاء طرفه ومنحه هذه الشهادة دون أي مسؤولية على الشركة.

Best Regards,

مع خالص تحياتنا ،،،


شركة الخليج للأنظمة



شركة الخليج للأنظمة
ص.ب 3081 الرياض 11451
الهاتف : 011 217 0050
البريد الإلكتروني : info@gulf-systems.com
رأس المال : 100.000.000
www.gulf-systems.com



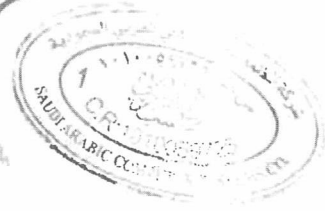
شركة أنظمة الحاسب الآلي العربي
ARABIC COMPUTER SYSTEMS LTD

شهادة خبرة Experience Certificate

2024-3-4	23 شعبان 1445		
Employee No.	214004	214004	الرقم الوظيفي
Employee Name	Saad Shaukat Shaukat Iqbal Sheikh	سعد شوكت شوكت اقبال	الاسم الكامل
Position	Assistant Product Manager	مساعد مدير الانتاج	مسمى الوظيفة
Nationality	Pakistan	باكستاني	الجنسية
ID No.	2338694272	2338694272	رقم الهوية
Joining Date	26-Jan-2014	1435 ربيع الأول 25	تاريخ التعيين
End of Contract	17-Dec-2017	1439 ربيع الأول 29	تاريخ انتهاء الخدمة
Department / Project	MSLS	MSLS	القسم - المشروع
To whomsoever it may concern...		إلى من يهمه الأمر...	
This experience certificate confirm the above employee was an employee at Arab Computer Systems Co..		تؤكد شهادة الخبرة بأن الموظف أعلاه كان أحد منسوبي شركة أنظمة الحاسب الآلي العربي.	
This letter certificate has been issued upon request by the employee without responsibility on the company, this certificate is not considered a disclaimer of liability.		وأعطي شهادة الخبرة هذه بناءً على طلبه دون أدنى مسؤولية على الشركة، ولا تعتبر هذه الشهادة إخلاءً للطرف والمسؤولية.	
Wishing him all the best in his career path.		نتمنى له دوام التوفيق والنجاح في مجاله المهني..	

مدير الموارد البشرية والشؤون الإدارية
HR & Admin Manager

سامي جميل المعتر
Sami Jameel Al-Mutar



04 MAR 2024

For Any Future inquires please, don't hesitate to contact Employee care center: Ecc@acs.com.sa *