

YOUSIF ELHAJ

PROCUREMENT OFFICER

Contact

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Education

BSc. Business Administration
2011-2016 University Of Science
& Technology – Sudan.

Courses

- Marketing Skills (Jul-Aug. 2016. Salara Training Center)
- English Foundation (Mar-Apr. 2018. Value Point Academy, India).
- Speak Express (Apr-May. 2018. Value Point Academy, India).
- Elementary English Course (Aug-Sept. 2018. British Council).

Profile

Results-driven Senior Procurement Specialist with over 5 years of experience in procurement, supply chain management, and cost optimization. Demonstrated expertise in local and international sourcing, supplier negotiation, and strategic procurement planning.

I am skilled in maintenance management and implementing cost-reduction strategies that improve operational efficiency without compromising quality. Possess in-depth knowledge of CBAHI (Saudi Central Board for Accreditation of Healthcare Institutions) standards and regulatory requirements for healthcare facilities. Adept at aligning procurement practices with compliance policies, and experience in using ERP systems to streamline purchasing and maintenance processes.

Key Skills

- Time Management.
- Problem Solving.
- Purchase Orders Management.
- Purchasing Techniques and Tools.
- Quality Assurance and Control.

Experience

Purchasing Officer -Median Medical Service Co. Aesthetic Clinic

Sep 2022 - Till Now.

- Dealing with medical companies and purchasing medical devices.
- Search and compare suppliers. Goods and services.
- Choose the most appropriate suppliers in terms of reliability, product quality, and cost efficiency.
- Monitor inventory levels and determine purchasing needs.
- Request cost offers and negotiates contracts and prices.

Procurement Officer -Dal Group Company

Sep 2019 - Aug 2022.

- Coordination with internal and external Suppliers to ensure that all purchase operations were performed following company policies and procedures.
- Maintaining vendor database and vendor outreach programs, expanding the force of competition and resulting in significant cost savings.
- Create a forecast of demand to be prepared for upcoming requirements.
- Review and deliver purchase orders to ensure supply is met,
- Taking availability, cost, manufacturing process, and lead time into consideration.

Shop Assistant-DAL Group Company

Jun 2018 - Aug 2019.

- Providing staff with advice on the store's products and processing payment transactions with daily, monthly & and quarterly closing.
- Inventory management through receiving, ordering, and following up with the products.
- Making sure that the shop environment is always in pristine condition with displays perfectly maintained