

HASSAN ALSAIHATI

Electrical Engineer

Saudi Arabia, Eastern Province · +966598454548, Marital Status: Single

Hassanalsaihati@outlook.com · www.linkedin.com/in/hassan-alsaihati

A fresh Electrical Engineering graduate from King Fahd University of Petroleum & Minerals with second honors. Looking for an opportunity to join one of the top organizations in the industry, to apply my knowledge and polish my skills.

EDUCATION

Master of science in electrical engineering (MS), King Fahd University of Petroleum & Minerals (KFUPM)

2021 – 2022

Bachelor's in electrical engineering (BS), King Fahd University of Petroleum & Minerals

2016 - 2020

- Cumulative GPA 3.292 out of 4 (Second honor)
- Enrolled in the student exchange program offered by KFUPM and joined University of Cincinnati for one semester.
- Senior Design Project: Designing a PID controller to control the Speed of a DC motor
- Summer Training in the Research Institute (Jun 2020 – Aug 2020)

The focus of the training was to get an overview of simulation-based tools for energy efficient buildings such as eQUEST and esp-r. The training provides a hands-on experience on the usage of energy software tools including modeling, assessment, and simulation.

EXPERIENCE

Tabuk Pharmaceuticals Manufacturing Company

○ Procurement Officer (January 2023 – Present)

- Responsible for raw materials demand and comparing it with available stock levels.
- Converting raw materials purchase requests issued by planning to purchase orders.
- Negotiation with suppliers to achieve best pricing, payment terms, material quality and timely delivery.
- Bidding between all received quotations and placing the purchase order accordingly.
- Confirming the ordered material specification and certificates of analysis with quality team and providing samples from suppliers for testing and validation once required.
- Coordinating with the logistics team for export materials clearance and material delivery to our warehouse as per the recommended storage conditions.
- Reducing single approved suppliers by sourcing alternative suppliers.
- Providing the warehouse with all necessary documents for goods receipt notification on the SAP.
- Following up with accounting for over due payments and nearly due payments.
- Monitoring material expiries and communicating with suppliers for possible shelf-life extension.
- Maintaining inventory levels of our stocks and coordinating arrivals to meet the production plan.
 - Responsible for raw materials electronic quality management system in handling change controls, SCARs and CAPAs.
- Preparing monthly insurance reports for on-route goods for all purchase orders.
- Managing purchase orders approval cycle and archiving the POs accordingly.

- **Procurement Trainee (June 2022 – December 2022)**

- Requesting suppliers for quotations for stock materials.
- Following up with suppliers for Accounts payable balance confirmation
- Confirming the manufacturing sites with all API suppliers
- Managing quality documents for audits such as quality agreements, risk assessments, vendor questionnaire, commitment letter for change control.

CERTIFICATIONS

- Certified Associate in Project Management (CAPM)
- Lean and Six Sigma Green Belt (LSSGB)
- Saudi Council of Engineers (SCE) Professional Accreditation

SKILLS

- | | |
|---------------------------|----------------------|
| ● SAP System | ● Time Management |
| ● Change Management | ● Project Management |
| ● Effective Communication | ● Risk Management |

RELATED PROFESSIONAL CERTIFICATES

- | | |
|--|---|
| ● Certified International Procurement (CIPP) | ● Certified International Procurement Consultant (CIPC) |
| ● Certified International Procurement Manager (CIPM) | ● Certified International in Logistics & Transport (CILT) |
| ● KFUPM graduate with procurement experience. | |

LANGUAGES

- Arabic
- English

REFERENCES

- Available upon request