

AQEEL S. AL-MASHARI

Professional buyer, offering more than 14 years of experience in purchasing and sourcing a wide variety of products, combined with SAP MM experience, seeking a leading position with a dynamic organization to contribute gained skills in formulating organizational objectives and charting a mutual growth path. charting a mutual growth path.



Eastern Province, KSA



+966 598582772



AqeelAlmashari@gmail.com

EDUCATION

King Faisal University 2015
Bachelor of Business Administration GPA: 3.50/5.00

Jubail Industrial College 2007
Bachelor of Associate in Marketing GPA: 2.86/4.00

TRAINING

- SAP material management user Jun – July 2011
- English Language Program Feb 2014 – May 2015

LANGUAGES

- Arabic – Native/Tongue Language
- English – Very Good

RELEVANT WORK EXPERIENCE

Procurement Specialist

Arabian Machinery & Heavy Equipment CO. Aug 2018 – Aug 2021

The core duties assigned to me among other responsibilities are as follows:

- Preparing and managing of RFQs, RFPS, ITTs, etc.
- Purchasing the required good and services to run the operation of the organization within the assigned budget
- Punctuality of delivering good and services in a shape and quality satisfactory to the proponent
- Knowledge of types of contractual agreements like: Framework/Blanket, cost+, etc.

Material Technician III (Buyer)

Fluor Arabia Limited Jun 2013 – Jun 2016

- Prepare Purchases Requisitions and Purchase Orders via SAP or MatMan
- Prepare Commercial Bid Evaluation (CBE)
- Negotiate with suppliers for payment & delivery terms, Term & Conditions, and other commercial aspects
- Maintaining weekly procurement update with critical milestones

Buyer

Mohammad Al-Mojil Group Nov 2008 – Apr 2013

- Prepare request for quotation through SAP system
- Prepare a bidder list and final price evaluation sheet (PES)
- Process the Purchases orders (PO) through SAP system
- Purchase Order Closeout

Senior Procurement Officer

Tabuk Pharmaceuticals Manufacturing

Company Sep 2021 – Present

- Report directly to the Procurement Manager.
- Planning, Coordination and Control of department activities like Clearance of consumable, assets and services etc.,
- Adhere to procurement policies in the purchasing cycle according to SOP
- Ensuring adherence to cGMP & Safety guidelines in all activities.
- Coordination with Customs department for time-to-time clearance.
- Ensuring proper documentation of all purchasing activities.
- Make sure to provide all required supporting documents to relevant departments such as Dept WH, QC, QA, Finance, Clearance, etc.
- Provide all the required docs to WH to post the GRN.
- Follow up the payment of suppliers with finance Dept.
- Solve variants and discrepancies in invoices with the suppliers, WH and finance Dept.
- Prepare reports and update the status of open orders to direct Procurement Manger.
- Mange and handle claiming by all Po related department such as WH, Finance, requiring Dep, QC, QA, clearance, etc.
- Allocate and delegate activities to the subordinate.

SKILLS

- Excellent knowledge in Microsoft office (Word, Excel, Power point).
- Excellent knowledge in SAP ERP, SAP MatMan and Purchasing Module
- Excellent verbal and written communication skills.

CAPABILITIES

- Flexibility to embrace new technologies (software and hardware wise) to improve my skills and meet the job requirements.
- Excellent communication and leadership skills.
- Working individually or within teams.
- Excellent Stress & Time management skills.