

Arjun Sahani



Personal Information

Current Address: Saudi Arabia
Madinah-42383, King Abdullah
Road, Saudi Arabia

Phone: +966 55 302 1383

Email: arjunsahani@live.com

LinkedIn:

www.linkedin.com/in/arjunsahani

Permanent Address: India M/148,
Bermo, Jharkhand-829127 Phone:
+91 9955185901

Marital Status: Married

Sex: Male

Nationality: Indian

Religion: Hindu

Languages: English, Hindi & Sanskrit

Passport & Iqama Information:

- Passport No : Y4860743
- Date of Issue : 08/09/2024
- Date of expiry : 07/09/2034
- Place of issue: Jeddah (KSA)
- Iqama: 2435451576

Education:

- MBA (Logistic & Supply Chain Management)
- Degree: Bachelor of Commerce in (Accountancy & Finance)
University of Mumbai, INDIA.



Summary

Diligent Procurement Officer with 09 years of experience, providing efficient, cost-effective service developments and solutions. Improving compliance and processes in line with procurement strategy for continued company progress.

Skill Highlights

- SAP
- Excel proficiency
- Vendor Sourcing
- Data analysis
- Negotiation
- Cost Saving
- Decision Making
- AutoCAD
- Strong decision maker
- Strong negotiation skills
- Vendor relations
- Strong multitasking skill
- Budget Management
- Document preparation

Working Experience – 10 Years

Position: Sr. Procurement Officer

Packages Procurement - Feb/2023 till today.

Company: Urbacon Saudi Company
(Joint Venture Al-Bawani)



**On Going Projects: Seven
Entertainment Complex (Madinah, Yanbu, Tabuk & Taif)**

Project-01: Seven Entertainment Complex – Madinah

Project Cost: 1.30 billion Saudi Riyals

Consultant: Dar Consultant



Project-02: Seven Entertainment Complex - Yanbu

Project Cost: 1.10 billion Saudi Riyals

Consultant: Dar Consultant



Project-03: Seven Entertainment Complex - Tabuk

Project Cost: 1.40 billion Saudi Riyals

Consultant: Dar Consultant



Project-04: Seven Entertainment Complex – Taif

Project Cost: 1.03 billion Saudi Riyals

Consultant: Dar Consultant



Roles & Responsibility: (Sr. Procurement Officer)

- Manage the procurement process, ensuring the timely acquisition of goods and services at the best possible value
- Defines and communicates the supply strategy and its implications, to inform and align the respective stakeholders.
- Drives continuous improvement, work simplification and the elimination of non-value-added work.
- Make timely decisions, balancing analysis with decisiveness.
- Make use of competitive insights to shape strategies that counter competitive threats.
- Removes organizational barriers to delivering exceptional internal and/or external customer service.
- Identify metrics, tools, and processes to optimize sourcing, supplier activities and efficiencies.
- Continuously drives operational excellence in strategic sourcing.

Certification:

- Certificate of appreciation
As a purchaser – Dec 2021
Al-Salam Hospital Project
Al-Khobar, Saudi Arabia
- Employee of the month
April-2022
Al-Salam Hospital Project
Al-Khobar, Saudi Arabia
- Trade Test Certificate
AutoCAD – 2016
Angle Industrial Training
Institute.
Mumbai – India.
- Star of the Quarter
Winner
Quarter 03, 2024

Interests:

- Stock Market.
- Reading.
- Chess.
- Travel.

Language:

- English.
- Hindi.
- Sanskrit.

Position: Procurement Officer – Material Procurement
March/2017 – Feb/2023.

Company: Ibrahim Asmael General Contracting Est,
Khobar, Saudi Arabia

Project-01: Al-Salam Hospital.

Project-02: Al-Barghash Tower.

Project-03: Upscale Serviced Apartment.

Project-04: Centro Rotana Hotel.

Roles & Responsibility: (As a Procurement Officer)

- Create purchase orders and send them to choose vendors.
- Supervise orders and determine if product quantity is sufficient.
- Make appropriate adjustments to orders as needed.
- Prepare and maintain purchasing reports, records, and updated price lists.
- Interact with suppliers daily to develop and nurture mutually beneficial relationships.
- Track delivery times and report any issues with product or delivery.
- Monitor status of orders and contracts.
- Calculate all order costs and evaluate invoices for accuracy.
- Create purchase orders and send them to vendors.
- Create and maintain relationships with vendors/suppliers
- Estimate and establish budgets for purchases
- Make professional decisions in a fast-paced environment
- Review of all vendors and suppliers
- Maintain purchase records and other important data
- Develop plans for purchasing services, and supplies
- Ensure that the products and supplies meet quality standards
- Overseeing and supervising employees and all activities of the purchasing department.
- Reviewing, comparing, analyzing, and approving products and services to be purchased.
- Maintaining good supplier relations and negotiating contracts.
- Researching and evaluating prospective suppliers.
- Make professional decisions in a fast-paced environment.
- Develop plans for purchasing equipment, services, and supplies.

Position: Procurement Officer.
Aug/2013 – Nov/2015.

Company: Vishal Engineering & Contracting Company Ltd.
Jamshedpur, Jharkhand - INDIA



شركة أورباكون السعودية
URBACON SAUDI COMPANY



Arjun Sagar Sahani

Procurement Officer

www.uccholding-intl.com



شركة أورباكون السعودية
URBACON SAUDI COMPANY

Employee Number
1158066

If you find this card, please return to:
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www.urbakon-intl.com

Saudi Entertainment Ventures P-5 (MADINAH Project)



NAME	Arjun Sagar Sahani
POSITION	Procurement Officer
COMPANY	Saudi Urbacon
BLOOD GROUP	O+ ve
ISSUED ON	10/12/2023
VALIDITY	27/4/2025

P5MAD/PD05



IBRAHIM

ASMAEL
General Contracting Company



شركة إبراهيم

السماعيل
للمقاولات العامة

Date: 16/02/2023

ASM-02525

EXPERIENCE CERTIFICATE

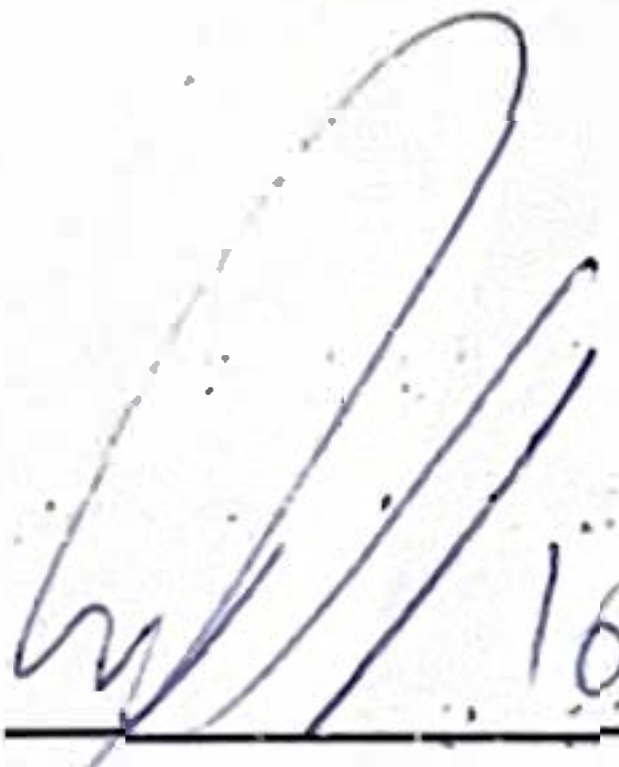
Name : ARJUN SAGAR SAHANI Job Title : Procurement Officer
Nationality : Indian Passport No : N1601612
Start Job : 21-Mar-2017 End of Service : 15-Feb-2023

Ibrahim Asmael Est. for General Contracting hereby certifies that the above employee has worked with us as "Procurement Officer".

During his working period we found him honest & hardworking employee with a professional attitude and very good job knowledge.

He is amiable in nature and character is well. We have no objection to allow him in any better position and have no liabilities in our company.

We wish him every success in life.


16-2-23

Human Resources
Department

IBRAHIM
ASMAEL
General Contracting Company
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