

ABDULLAH DOHAITHEM

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SUMMARY

Experienced procurement professional with a strong background in planning, sourcing, and vendor management. Skilled in processing purchase requisitions (PRs), negotiating supplier contracts, and ensuring timely procurement aligned with project requirements. Proficient in SAP, data analysis, and procurement reporting, with a focus on cost optimization and process efficiency. Dedicated to continuous learning and thriving in collaborative environments.

EDUCATION

University of Jeddah, Jeddah

Bachelor's Degree, Finance and Insurance.

2nd Class Honors.

Graduation Year: March 2021

EXPERIENCE

Saudi Airlines, Jeddah

Nov 2022 - Present

Procurement Specialist - Almajal Outsourcing Company

Planning Team & Sourcing Team Member - Material Procurement Department

- Reviewing and processing purchase Requisitions (PRs) in SAP, ensuring accuracy in GL account allocation and category relevance.
- Verifying vendor quotations to ensure alignment with PRs in terms of price, quantity, and specifications.
- Managing purchase orders (POs) and tracking procurement timelines to meet project schedules.
- Leading supplier negotiations, handling RFIs, RFPs, and RFQs to optimize costs and delivery terms.
- Collaborating with end users to define material requirements and resolve procurement discrepancies.
- Monitoring supplier performance, ensuring compliance with procurement policies, and supporting vendor evaluations.
- Utilizing Excel and data analytics for tracking procurement progress and identifying trends.
- Providing administrative support, including documentation, reporting, and maintaining supplier records.

WOW brand, Jeddah

Jul 2020 - Oct 2022

Store Manager

SKILLS

Soft skills:

- Analytical and Problem-Solving Abilities.
- Proactive and self-motivated.
- Excellent Communication and Social skills.
- Attention to details.
- Strong Negotiation Skills.
- Organization and Time Management.
- Teamwork and Collaboration.

Technical skills:

- SAP System (Advance).
- Microsoft Office: Excel and Word (Advance).

LANGUAGE

- Arabic.
- English.