

M.C. MOHAMMED RIYAZ

PROCUREMENT OFFICER

Al khobar, KSA | +966 55 933 0783 | riyazcaseem@gmail.com



Objective

A goal-driven procurement and accounting professional with 15+ years of experience seeking to leverage strong negotiation, budgeting, and financial analysis skills within a values-oriented organization that fosters growth and a collaborative culture.

Professional Summary

- Exceptionally motivated and disciplined with strong communication, analytical, and relationship-building abilities.
- Proven track record in cost reduction, vendor management, and streamlining procurement and accounting operations.
- Detail-oriented problem solver who thrives in dynamic, team-based environments and delivers high-impact results.

Core Skills

- Strategic Procurement & Sourcing
- Contract Negotiation & Management
- Budget Control & Cost Optimization
- Financial Reporting & Analysis
- Accounts Payable & Receivable
- Quality Assurance & Compliance
- ERP & MS Office
- Languages: English, Tamil, Sinhalese & Arabic

Experience

Procurement officer

BGP Arabia Co. Ltd. (*Saudi Aramco Offshore Project*)

Al Khobar, Saudi Arabia

Apr 2022 – Jun 2025

- Managed full-cycle procurement, from requisition to PO placement, ensuring full compliance with company policies.
- Developed and monitored procurement budgets; identified cost savings through detailed spending analysis.
- Negotiated supplier contracts to secure advantageous terms and foster robust vendor relationships.
- Oversaw quality assurance, aligning purchase specs with stakeholder expectations.
- Maintained procurement records and produced performance reports for senior management.

Procurement Supervisor

Abdullah Al-Suwaiket for Trade & Contract Est. (Saudi Aramco Drilling Project)

Al Khobar, Saudi Arabia

Jul 2008 – Jul 2018

- Supervised daily procurement, sales, logistics, accounts payable/receivable, with full transparency in documentation.
- Conducted bank transactions and managed AR aging, ensuring collections met targets.
- Verified payroll operations and refined procedures to improve financial accuracy and efficiency.

Procurement Coordinator

MES Company

Colombo, Sri Lanka

May 2003 – Jun 2005

- Prepared export/import pricing, ETAs, and detailed monthly reconciliation reports.
- Managed client port documentation and export cost tracking.
- Maintained accurate reports on inbound and outbound materials and financial records.

Educational Qualification

- **Bachelor of Commerce**, Eastern University of Sri Lanka **2007**
- **AAT Diploma**, Association of Accounting Technicians of Sri Lanka **2003**
- **CMA (Certified Management Accountant)** – Hock International LLC, Oxford, Ohio (Level 2 completed; awaiting final exam)

Personal Information

- Date of Birth : 2 May 1983
- Nationality : Sri Lankan
- Saudi Iqama No. : 2517732661
- Driving License : Saudi Arabia & Sri Lanka