

Abdulrazaq Haji Mohamed - CV

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Location: Jeddah, Saudi Arabia | Iqama: Transferable

Professional Summary

Experienced Purchasing and Supply Chain Specialist with over 15 years in hospitality and retail sectors. Proven ability to manage vendor relationships, control procurement costs, and streamline supply operations. Strong background in pre-opening projects and inventory systems with excellent communication and organizational skills.

Work Experience

Purchasing Supervisor - Casa Di Ora Hotel, Jeddah (Feb 2025 - Present)

- Led pre-opening procurement setup, reducing costs by 15%.
- Managed vendor relations and ensured on-time delivery of quality supplies.
- Supported purchasing team development and aligned sourcing strategies with business goals.

Purchasing Specialist - ESSO Coffee Restaurants, Jeddah (Apr 2021 - Apr 2023)

- Achieved 15% savings by implementing cost-effective purchasing plans.
- Supervised procurement team and analyzed market trends for decision-making.

Receiving Clerk - Sun & Sands Sports Company (2019 - 2021)

- Verified shipment accuracy, recorded shortages, and managed goods routing.

Storekeeper & Receiving Clerk / Purchasing Coordinator - Marriott Hotel, Jeddah (2007 - 2019)

- Managed incoming goods, inventory control, and purchasing coordination.
- Ensured compliance with specifications and internal procurement policies.

Education

High School Certificate - Gulf School, Jeddah (1999)

Overall Grade: Very Good

Skills

- Fluent in Arabic & English (spoken and written)

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- Opera, Fidelio, IDS NEXT-MMS ULTRA systems
- Procurement & Inventory Management
- Vendor Negotiation & Cost Control
- Strong adaptability, dedication, and team collaboration