



OSAMA SAFEER

Senior Procurement Specialist

PROFILE

Experienced Senior Procurement Specialist with a proven track record in strategic sourcing, contract management, and supply chain optimization. Skilled in developing and implementing procurement strategies that reduce costs and improve operational efficiency. Proficient in negotiating favorable terms with vendors, managing high-volume sourcing projects, and ensuring compliance with regulatory requirements.

Personal Info

DOB – 29 Nov 1995
Nationality – Pakistan
Location – Al Khobar - Saudi Arabia
Contact No – 0564189820
Email – Osamasafeer2@gmail.com

Education

Bachelor of Arts - Hazara University Mansehra-2018
DAE - Diploma Associate Engineer in Civil Technology - Iselect Institute of Technology ATD - 2015

ERP Skills

SAP S4 Hana
Quick Dice
ODOO
Dynamics 365
Wafeq

Technical Skills

Procurement
Vendor Negotiation
Contracts Management
Supplier Evaluation and Selection
Drafting Agreements

WORK EXPERIENCE

TOTAL 8 YEARS

Feb 2025 – Present



Abdul Wahab Mansour Almoallam & Sons Company (CJSC) – Dammam Saudi Arabia

Senior Procurement Specialist - Dammam (Saudi Aramco Projects)

- Review and check Procurement Plan/ MR (Material Requisition) received from Engineering Dept.

- Identify the material categories.
- Decide Inspection levels of MR Level (0-3) with Quality & Procurement team from Client.
- Evaluate vendors from AVL (Approved Vendor List) from the client portal (Approved Vendors only).
- Evaluate vendors based on OK (Out of the Kingdom) or IIK (Inside the Kingdom).
- Segregation of the Log Sheet by category wise Civil, Electrical, Mechanical, Fireproofing Material etc.
- Generate & send RFQ along with the BOQ to the selected vendors from the AVL (Approved Vendor List).
- Comparing the quotations received from vendors (Minimum three Quotes).
- TBE (Technical Bid Evaluation) getting data sheets & required certifications from vendors to comply with the project specs, requirements, & BOQ that must be signed by vendors.
- Submitting TBE (Technical Bid Evaluation) to clients.
- CBE (Commercial Bid Evaluation) negotiate with vendors to secure advantageous terms.
- CBS (Cost Breakdown Structure) get revised quotes from vendors.
- Monitor procurement budget and expenditure.
- Submitting AR (Award Recommendation) to client for approving the order of necessary material to most reliable vendor.
- Issuance of PO & track the delivery.
- Storage and handling on site, prior to use, during installation and commissioning and closure of any surplus/defective materials after the completion of the project.
- Client acceptance/rejection, warranties and other related follow up matters with the vendors till completion of project.
- Updating Log Sheet for each item to keep workflow track.

Project Details.

- Redesign Balcony in UPDC Building & Room 112. (Client: Saudi Aramco)
- Toilet Enhancement at West Admin Building 991 #W-102 W-201, W-203, W-204 & W-206-Abqaiq. (Client: Saudi Aramco)
- Modification Works at Al Khaleej House Bldg. 9-999 in Abqaiq. (Client: Saudi Aramco)
- Toilet Enhancement at East Admin #1495 Toilet E-3990 & South Admin 1140 Toilet #205A, Abqaiq. (Client: Saudi Aramco)
- Renovation of Bldg. 3060 B at Light Industrial Park (LIP), Dhahran. (Client: Saudi Aramco)
- Renovation of Bldg. 3160 at Light Industrial Park (LIP), Dhahran. (Client: Saudi Aramco)
- Replace HVAC Units at Substation Bldg. # 6, Dhahran. (Client: Saudi Aramco)
- Upgrade Fire Raw Water Network at RT-ITC-Ras Tanura. (Client: Saudi Aramco)

Feb 2024 – Feb 2025

Empire Construction & Equipment Company – Al Khobar Saudi Arabia

Senior Procurement Specialist - Al Khobar (Saudi Aramco & Commercial Projects)

- Check MR (Material Requisition)
- Reviewing the construction plan along with given ETA for each line item from the Log Sheet covering complete BOQ including LLI (long lead items) for each project.
- Segregation of the Log Sheet by category wise Civil, Electrical, Mechanical, Fireproofing Material etc.



- Generate & send RFQ to the selected vendors.
- Assess tenders and quotations from potential suppliers
- Comparing the quotations received from vendors (Minimum three Quotes) along with data sheets and the required samples.
- Getting data sheets & required certifications from vendors to comply with the project specifications.
- Negotiate contracts, improved prices and terms of business with suppliers and review opportunities to make business savings utilizing negotiation and procurement best practice tools and methods
- Preparing Draft Proposals/AR for Vendors.
- Prepare purchase orders in line with final negotiations with selected suppliers and in line with organizational targets and requirements.
- Assess and evaluate suppliers and undertake performance reviews to ensure contract compliance and manage performance improvement activities

Project Details.

- Rental Heavy Equipment & MP Services to (Alec Co, Ashakal Al Mimar Co, Hassan Allam Co, Satco Co)
- Replace HVAC Units at Substation Bldg.6 Dhahran. (Saudi: Aramco)
- Replacement of Diesel Pump and Generators at Hawtah. (Saudi: Aramco)
- Replace Hydropneumatics Purging Tank and Two (2) Sewage Pumps at RSTP Abqaiq. (Saudi: Aramco)
- Modification works at al Khaleej House Abqaiq. (Saudi: Aramco)

Jan 2022 – Jan 2024



Intelligent System General Contracting Company – Al Khobar Saudi Arabia

Procurement Specialist - Al Khobar (SCECO Projects)

- Work collaboratively with project managers to identify needs and finalize scope of work, specifications, proposal submission requirements, and evaluation criteria for Request for Proposals (RFP) and Request for Qualifications (RFQ).
- Conduct RFP/RFQ processes using standardized templates and oversee applicable administrative requirements.
- Coordinate and moderate evaluation committee meetings and debrief meetings.
- Review proposal submissions and set up Shared Google Drives in preparation for evaluation committee meetings.
- Lead Request for Information (RFI) efforts by collecting information, clarifying needs, and identifying potential vendors.
- Research, summarize, and recommend various cooperative contract opportunities.
- Manage contracts cycle and execute contract modifications as needed.
- Maintain vendor relationships and monitor vendor performance by updating scorecard metrics and dashboard.
- Draft contracts and grant agreements utilize standardized templates, set up electronic signatures and route contracts.
- Update and report on Disadvantaged Business Enterprise (DBE) requirements and contractor insurance requirements.
- Participate in strategic procurement planning and needs analysis.

Project Details.

- 380KV BSP Civil and MEP (fire pumping station, fire detection and fighting systems, steel structure, water supply, sewage and irrigation work) Thabarjal KSA. (Client: SEC) EPC: SIEMENS
- 380KV BSP Civil and MEP (fire pumping station, fire detection and fighting systems, steel structure work) AFIF KSA. (Client: SEC) EPC: Al Babbain.
- 16P 380KV BSP Civil and MEP (fire pumping station, fire detection and fighting systems, steel structure, water supply, sewerage and irrigation work) Yanbu KSA. (Consultant Marafiq, Client: Royal Commission) EPC: SIEMENS



Nov 2018 - Nov 2021

Abdul Rahman Al-Otaishan & Sons Group Co. LLC - Dammam Saudi Arabia

Procurement Officer – Dammam KSA (Saudi Aramco Projects)

- Analyze data to propose changes to procurement policies and workflows.
- Clarify product specifications, cost estimation and project logistics.
- Develop new vendor relationships.
- Develop sourcing proposals.
- Draft contracts for management approval.
- Ensure procurement operations and workflows comply with regulatory safety and quality requirements.
- Evaluate vendor performance to propose recommendations for future business dealings.
- Liaise with key stakeholders on modifications to sourcing proposals.
- Manage non-conformities in delivery schedules and products.
- Monitor procurement budget and expenditure.
- Participate in strategic sourcing activities, bid evaluation, and vendor selection processes.
- Prepare bid solicitations based on pre-qualification and assessment criteria for vendor selection.
- Prepare vendor category and spend analysis reports.

Project Details.

- Renovation of Sewerage Canal 1,2,3. (Client: Marafiq)
- Construction of Refinery Access Road (Client: Satrop)
- Construction of Tents and Asphalt pavement for Warehouse. (Client: Sabic)
- Painting and Asphalt Services. (Client: Sabic)
- Portable Septic Tank and Sewage Removal Services. (Client Saudi Aramco)
- Painting and Coating Services. (Client: Saudi Aramco)
- Insulation and Cladding Services for KGP & BGP. (Client: Saudi Aramco)

Feb 2018 - Oct 2018



Assistant Accountant Arco Electronics – Abbottabad Pakistan

- Determine matters of top priority and handle them accordingly.
- Schedule meetings and arrange conference rooms.

- Schedule travel arrangements.
- Screening email communications and responding as appropriate.
- Compile and update employees' records.
- Preparing MOM – Minutes of Meeting.
- File documents in physical and digital records in the SAP System.
- Purchase and maintain office supplies inventories.

Jan 2017 - Dec 2017



CSR Call center Representative Centaurus BPO - Abbottabad Pakistan

- Handling & resolving customers' complaints.
- Identify & escalating priority issues.
- Routing inbound calls for appropriate resources.
- Maintaining weekly & monthly sales report.
- Achieving monthly sales targets.

Languages

English/Urdu/Arabic

Computer Skills

Microsoft Office Suite (Excel, Word) Microsoft Outlook

I hereby declare that all the information contained in this resume is in accordance with facts or truths to my knowledge.
I take full responsibility for the correctness of the said information.

أرامكو السعودية
saudi aramco



أسامة سفير

OSAMA SAFEER

CONTRACTOR

مقاول

Badge No:

Expiry Date:

8484122

3/4/2023

رخصة سياقة

المملكة العربية السعودية
وزارة الداخلية



أسامة سفير سفير غول
OSAMA SAFEER SAFEER GUL



رقم الهوية: ٢٥١٠٢٥٢٠٤٨

نوع الرخصة: خصوصي

تاريخ الإصدار: ٢٠٢٤/٠٧/٠٩

تاريخ الميلاد: ١٩٩٥/١١/٢٩

الجنسية: باكستان

تاريخ الانتهاء: ٢٠٢٩/٠٥/١٦

فصيلة الدم: B+



يجب التحقق
من الرمز السريع
قبل اعتماد
التعامل مع الهوية

Dated: 27 Feb-25

TO WHOM IT MAY CONCERN

This letter is to certify that Mr. Osama Safeer S/O Safeer Gul, has worked in our organization as (Senior Procurement Specialist). He started working here on Feb 2024 till Feb 2025.

He is honest, intelligent and efficient. His continuous attendance and performance in the mines are praiseworthy. His work output is positively influenced by his strength in communication and task-orientation.

We wish him the best in career ahead.

Sincerely,

Human Resources Department,
Saleh Al Daif



EMPIRE

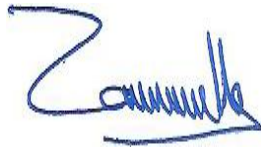
Dated: 28 Jan-23

TO WHOM IT MAY CONCERN

This letter is to certify that **Mr. Osama Safeer** S/O Safeer Gul, has worked in our organization as **(Procurement Officer)**. He had started working here on (Jan, 2022) and worked till (Jan, 2024). He had served till (2 Years) in our organization.

He had been very responsible till the date he had joined. He had enriched himself with lots of skills and work experiences to date. Some of his mind-blowing skills. Apart from his love and devotion he had also been a very good and kind man and always maintained a good relationship with everyone. We are really glad to have such a generous personality among us

We wish him the very best for his future endeavors.



Jafer Al Zaher
HR Manager





Ref. 6199/ HRD-2021

Dated: Nov 15, 2021

TO WHOM IT MAY CONCERN

It is certified that **Mr. Osama Safeer** S/O Safeer Gul, EMP # 6199, holding CCC5524692, resident of Pakistan, worked with **Abdul Rahman Al-Otaishan & Sons Group Co. LLC** in Dammam - Saudi Arabia as an HR Officer in **Human Resources Department** from Nov 08, 2018, to Nov 08, 2021.

He has demonstrated exceptional problem-solving skills as well as interpersonal skills. We found him to be very hard-working, punctual, and responsible with excellent communication and management skills in his work. In regard to his profession, he has a good level of knowledge and skills. His work was of great interest to him, and he gained a great deal of experience. In the course of his job, he performs his duties with full devotion and completes all tasks assigned by his manager.

We wish him the very best for his future endeavors.



Abdul Monem Al-Hawaj
Human Resource Manager
Al Otaishan Group

Date 12 Nov, 2023

TO WHOM IT MAY CONCERN

It is hereby certified that Mr.Osama Safeer employed with us as an Account Assistant starting from Feb 2018 to Oct 2018.

We have been satisfied with his performance for the above period of work. His job responsibilities are as under:

- Making entries in accounts module,
- Maintaining accounting records,
- Invoicing,
- Salary sheets preparation

We wish him good luck for future

A handwritten signature in black ink, appearing to read "Saad Ahmed", with a long horizontal stroke extending to the right.

Saad Ahmed
HOA-Head of Accounts

Date 25 Dec 2017

Experience Letter

this is to certify that Mr. Osama Safeer was employed as CSR Agent in the Sales Dept of Centaurus BPO from Jan 2017 to Dec 2017.

We can confirm his contributions towards the company during his tenure have been great. We are sure his passion and dedication will help him excel in whatever he choose to do next.

Best wishes for future.

Sincerely,



Abid Ameen
Human Resources Department