



Mohammed Al-Akbari

Contact

Address: Dammam, Saudi Arabia
Nationally: Yemeni
Phone: 0553244220
Email: m.alakbari2030@gmail.com

Education

Bachelor of Business Administration
University of the People, Pasadena, CA, US
May 2020– 2025

Certifications & Courses

- **Principles of Finance (FIN1001)**
Sophia Learning | Apr 2024
- **Managerial Accounting (BUSI1011)**
Sophia Learning | Mar 2024
- **EF Standard English Test (EF SET)**
EF Standard | Aug 2023
- **Global Procurement and Sourcing**
Rutgers the State University of New Jersey | Oct 2021
- **Business English Proficiency**
Enrich English Center, India | Nov 2013

Skills

- **Communication and Negotiation**
- **Team Management and Leadership**
- **Time Management and Problem Solving**
- **Technical Proficiency:** Microsoft Office Suite, PowerPoint, Microsoft Access
- **Web Networking and Social Media Skills**
- **ERP (SAP MM , Odoo)**

Summary

Experienced Procurement Specialist with over 8 years of experience in the supply chain and procurement sector, excelling in high-pressure environments. Proficient in negotiating favorable terms and cost-effective deals, leveraging deep industry knowledge and communication skills to enhance operational efficiency and profitability. Aiming to apply expertise in strategic sourcing and vendor management to drive the success of your organization. Committed to integrating sustainability and ethical practices in procurement processes.

Qualifications

- **Expertise in Vendor Management:** Strong ability to build and maintain effective relationships with vendors.
- **Strategic Sourcing:** Skilled in developing and implementing sourcing strategies that align with organizational goals.
- **Contract Negotiation:** Proven record in negotiating contracts that favorably adjust terms and conditions.
- **Project Management:** Capable of managing multiple procurement projects simultaneously.
- **Regulatory Compliance:** Knowledgeable in local and international procurement regulations.
- **Inventory Control:** Experienced in creating and maintaining efficient inventory systems that prevent overstocking and understocking.
- **Analytical Skills:** Strong analytical skills to assess market and supplier data.

Professional Experience

Procurement Specialist

Inmaa Albilad Cont Company - , Dammam

Sep 2024 – Present

- Supervised daily order processing and performance of purchasing representatives.
- Created and managed purchase orders, ensuring timely and cost-effective procurement.
- Analyzed order data to optimize inventory and identify high-demand items.
- Sourced and evaluated suppliers to secure best prices and quality.
- Negotiated credit terms with suppliers to improve cash flow.

Purchasing Officer

Abyatona Real Estate - Dammam Oasis Project, Dammam

Feb 2020 – Sep 2024

- Managed procurement operations for building and safety materials, ensuring they meet project requirements.
- Negotiated with suppliers to achieve lower prices, effectively managing vendor contracts to minimize costs.
- Conducted quality checks to ensure material deliveries met quality standards and timelines.
- Led the bidding process, improving supplier engagement and reducing project expenses.
- Maintained strong working relationships with vendors, ensuring dependable supply chains.

Procurement Officer

Khamasiya Company - Ready Mix Concrete Plant, Dammam

Jan 2019 – Feb 2020

- Oversaw procurement of spare parts and workshop supplies, maintaining steady concrete production.
- Implemented inventory management strategies, reducing time spent on procurement processes.
- Worked with suppliers to negotiate better payment terms, thereby enhancing financial cash flow.

External Procurement Officer

Lathat Al-Dhurra - Food Materials, Jeddah

Jan 2015 – Dec 2018

- Managed international procurement including negotiations and logistics, effectively lowering operational expenses.
- Handled import documentation and customs clearance, ensuring smooth integration into warehouse operations.
- Improved vendor communication and service delivery, resolving issues efficiently.