

Ahmad Al-Omair



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Saudi Arabia

Objective

Dynamic Purchasing Officer with a proven track record in strategic procurement and vendor management. Highly skilled in implementing cost-effective procurement strategies and negotiating contracts. Adept at creating and managing construction schedules. My expertise in quantity takeoffs and cost estimation has consistently contributed to accurate project budgeting and resource allocation. Seeking a challenging role in a dynamic organization where my skills can contribute to the company's success and growth.

Education

Bachelor's Degree in the Fundamentals of Religion

Imam Mohammed Ibn Saud Islamic University | 2020

Experience

Purchasing Officer

Al Jalal Contracting Company | Nov 2021 - Present

- Implement and execute procurement procedures in accordance with company policies.
- Identify and propose suitable suppliers or service providers for various goods and services.
- Monitor and evaluate the performance of suppliers and service providers.
- Conduct audits and reviews of quotations to verify compliance with specified requirements and negotiate terms.
- Contribute to the establishment and updating of criteria and standards for the selection of suppliers and service providers.
- Negotiate and finalize contracts with suppliers, considering factors such as price, quality, and delivery timelines.

Foreman

Al Jalal Contracting Company | 2022 - 2023

- Supervised the daily activities of workers to ensure tasks were completed efficiently and in accordance with project specifications.
- Created work schedules, assigned tasks, and ensured that projects were completed within deadlines.
- Monitored work quality and adherence to safety standards.
- Coordinated the allocation of resources such as manpower, equipment, and materials efficiently to optimize project outcomes.
- Oversaw the maintenance and functionality of tools and equipment.

Courses

- Computer Course | Hajr Training Institute | 2020
- English Language | Eagles Institute for English Language

Projects

- Al Zaydiyah Mall (Ramz Al-Ahsa Company) | Al Jalal Contracting Company
- Al-Ahsa Cancer Foundation (Taful) | Al Jalal Contracting Company
- Rumah Charity Tower | Al Jalal Contracting Company
- Al Ber Association in Al-Ahsa (Alsalihiya) | Al Jalal Contracting Company

Languages

- Arabic
- English

Achievements

- Established and nurtured relationships with new suppliers, resulting in improved terms and conditions, and subsequently, a more competitive pricing structure.
- Managed a deal with a major contracting company in Al-Ahsa, securing favorable terms for the acquisition of essential materials and raw materials, contributing to overall cost savings.
- Assumed the role of Acting Foreman for a month, demonstrating adaptability and leadership skills in managing day-to-day operations.

Skills

- | | | |
|------------------------|---------------------------|---------------------------|
| • Contract Negotiation | • Purchase Management | • Construction Management |
| • Vendor Management | • Quality Assurance | • Supervising |
| • Purchasing Processes | • Effective Communication | • Leadership |
| • Teamwork | • Problem Solving | • Time Management |

REFERENCES ARE AVAILABLE UPON REQUEST