



Sulaiman Alanqar

Procurement Officer

Passionate procurement officer with more than 3 year of experiance working in different roles in procurement .Recently I looking for opportunity in Riyadh , SA to enhance and gain more knowledge and experiance in the procurement field.

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📍 Riyadh, SA

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WORK EXPERIENCE

Procurement Officer

Arail Construction & Industrial Co. Ltd.

Riyadh , SA

2023/Feb - Present

Achievements/Tasks

- 1- Receive and analyze the martial request from the sites.
- 2- Communicate and request a quotations from our suppliers.
- 3- Create a Comparison sheets based on the quotations.
- 4- Consider the best quotations based on price and quality of the material.
- 5- Request purchase request from our Cost control.
- 6- Create Purchase Order on our system (Oracle Cloud).
- 7- Send the approved purchase request to our supplier to start.
- 8- Follow up with the order status till reach our warehouse.
- 9- Make sure that the purchase order is close on the system.

Purchasing & Supply Chain Management

Riyadh , SA

2021/Jun - 2022/Nov

Achievements/Tasks

- 1-Collect the orders from our ketches and our branches.
- 2-Search for the best prices of each ordered item.
- 3-Create petty cash sheet.
- 4-Purchase the items.
- 5-Update the petty cash sheet with the purchased bills.
- 6-Insert the purchased items on Foodics system.
- 7-Warehouse management(Count,expiry dates).

Procurement & Store Coordinator

Riyadh , SA

Glbal speceialized transportation company

2020/Aug - 2021/Jul

Achievements/Tasks

- 1- Coordinate with the warehouse and caculate the remaning quantity to finalze the project.
- 2- Communicate and request a quotations from our suppliers.
- 3- Create a Comparison sheets based on the quotations.
- 4- Consider the best quotations based on price and quality of the material.
- 5- Request purchase request from our Cost control.
- 6- Create Purchase Order on our system (Oracle Cloud).
- 7- Send the approved purchase request to our supplier to start.
- 8- Follow up with the order status till reach our warehouse.
- 9- Make sure that the purchase order is close on the system.

Assistant Store Manager

Riyadh , SA

Arail Construction & Industrial Co. Ltd.

2017/Feb - 2020/Aug

Achievements/Tasks

- 1- Materials and transactions managment with Oracle Cloud.
- 2- Cross check the materials quantity and their validity.
- 3- Preparing daily and weekly reports listing all materials in store.
- 4- Store and arrange materials inside the warehouse.
- 5- Managing work and delegate daily tasks to them.

SKILLS

Problem Solving

Team work

Sales

Supply Chain

Negotiation

Communication

Active Listening

Material Request Analysis

Communication

Billing

Microsoft Word

Microsoft Excel

Quotation Analysis

Stock management

Purchase Request Creation

comparison sheets and analysis

Purchase Order Creation

Persuasive

CERTIFICATES

Certified International Procurement Professional/Manager (CIPP,CIPM)(2024)

Certified Business Professional - Sales (2022)

English Course Level - 6

LANGUAGES

English

Full Professional Proficiency

Arabic

Native or Bilingual Proficiency