

MOHAMED ALMUSLET

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Al Bayouniyah Dist., Alkhobar, Saudi Arabia

PROFESSIONAL SUMMARY

Procurement Officer and Site Supervisor with extensive experience in construction, civil works, and project management. Proven expertise in procurement, vendor management, site supervision, and material inventory. Known for excellent communication, decision-making, and leadership skills to ensure project completion on time and within budget.

CORE COMPETENCIES

- Procurement & Vendor Negotiation
 - Inventory Management
 - Budgeting & Cost Control
 - Contract Management
 - Leadership & Team Coordination
 - Project Management
 - Quality Assurance & Compliance
 - Problem Solving & Troubleshooting
 - Communication & Reporting
 - Proficiency in MS Office Suite
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PROFESSIONAL EXPERIENCE

Senior Procurement Officer

October 2024 – Present

IMAR Overseas (Red Sea Global Amaala) | Al Wajh Tabuk

- Overseeing procurement processes to ensure the timely delivery of materials and services for the Red Sea Amaala project.
- Developing and maintaining relationships with suppliers to secure favorable terms.
- Evaluating supplier performance based on quality, delivery, and cost-effectiveness.
- Preparing and managing contracts and ensuring compliance with organizational standards.
- Coordinating with project managers to forecast material requirements.
- Conducting market research to identify cost-saving opportunities.
- Managing inventory levels and streamlining procurement strategies to reduce waste.
- Ensuring compliance with organizational policies and industry regulations.
- Tracking and reporting procurement performance metrics.
- Resolving procurement-related disputes with vendors and internal stakeholders.

Senior Supervisor

2018 – 2022

Nesma Trading Company Ltd | Neom Sharma & Al Khober

- Managed procurement and logistics for civil works in projects including golf courses, palaces, and NEOM.
- Supervised contractors and labor to ensure timely completion and quality standards.
- Prepared daily progress reports and tracked labor efficiency.
- Oversaw external hardscape works for Riyadh Metro, including concrete, interlock, and kerbstone installations.

- Led finishing works for Vox & Empire Cinemas and Al Jawhara Mall, managing subcontractors for plastering, gypsum, marble, and paint.
- Conducted inspections and handed over finished works to consultants.
- Managed inventory and ensured timely procurement of construction materials.

Site Supervisor

2014 – 2018

Mesharf Co. | Dammam

- Supervised construction of 29 villas and over 80 pharmacies for AIDawaa in the Eastern Region.
- Conducted pre-work site surveys and implemented engineering plans.
- Managed contractor activities and monitored project progress.
- Prepared daily reports and maintained accurate inventory records.
- Oversaw quantity take-offs and prepared subcontractor payment certificates.

Site Supervisor

2012 – 2014

Rabwa Co. | Dammam

- Managed maintenance and renovation of restaurants and worker accommodations.
- Negotiated contracts with vendors and suppliers for required materials.
- Supervised contractor activities and received completed works.
- Prepared expense reports and validated contractor invoices.

EDUCATION

- **Diploma in Informatics Engineering** | 2007
GPS: 65/100

PROFESSIONAL DEVELOPMENT

- Driving Computer Systems | New Horizon
- ICDL Certification: Office Specialty
- Accounting and Value Membership Programs | ARAMCO

KEY SKILLS

- MS Word
 - MS Excel
 - PowerPoint
 - Languages: Arabic (Native), English (Good)
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Date: 2024/12/30

التاريخ: 1446/06/29 هـ

Subject: Service Certificate

الموضوع: شهادة خدمة

Nesma United Industries Co. Ltd. Certifies that
Mr.\ : MOHAMMAD MESLAT
Nationality : SYRIA
Emp. ID : 051380
ID No. : 2326982143

نفيدكم نحن شركة نيسما للصناعات المتحدة المحدودة بأن
السيد : محمد طلال مسلط
الجنسية : سوري
الرقم الوظيفي : 051380
رقم الهوية : 2326982143

was working with us from 01/May/2018
till 30/Jun/2020 . At the time of his
departure, he was working in the capacity of
TRACKING OFFICER

قد عمل لدينا بوظيفة:
مسؤول التتبع
خلال الفترة من 01/May/2018 وحتى
30/Jun/2020 م .

This certification is issued to him upon his
request without any liability whatsoever
to the company.

وقد أعطيت له هذه الشهادة بناء على طلبه
دون أدنى مسؤولية على الشركة.

With our best wishes for continued progress
and success in his future life.

مع أطيب تمنياتنا له بدوام التقدم و النجاح في
حياته المستقبلية .

Abdulaziz Hamad Almarri
عبدالعزیز حمد المرعي
Executive HR Manager
المدير التنفيذي للموارد البشرية





ICDL
International Computer
Driving Licence

مشروع
ICDL
صورة طبق الأصل

ICDL Certificate

This is to certify that



MHAMAD TALAL MUSLET

has successfully passed all modules required for the granting of the
International Computer Driving Licence
Syllabus Version:

In Arabic

4.0

ICDL Licensee



06/02/2010

Date

UN 09 09 6491

Serial Number



European Computer
Driving Licence Foundation



AMAALA
أمّالا



THE REA GLOBAL
Integrative Wellness
December 2024



Environmental Compliance



Certificate Of Appreciation



IMAR
Saudi Arabia

Mohammad Talal Meslat

Procurement Officer



ID: ISO 255

In recognition of your exceptional commitment to environmental compliance, your dedication to upholding regulations and best practices stands as a model of environmental stewardship

December 2024

Muhammad Iqbal
Environmental Lead

Kooheji Store Co.



شركة متجر الكوهجي

KS81/02/030

التاريخ: 2018/ 02/ 12م

شهادة خيره

بهذا نحن شركة متجر الكوهجي نشهد بأن السيد :- محمد طلال مسلط ، سوري الجنسية ، يحمل اقامه رقم : 2326982143 ، يعمل لدى الشركة بوظيفة : بائع ، خلال الفترة من تاريخ: 2013/04/04 م حتى 2018/04/08 م

وقد اعطيت هذه الشهادة دون ادنى مسؤولية على الشركة .

شركة متجر الكوهجي





فكرة
مجلس
التعليم
الاسلامي
الاسلامي
الاسلامي

الجمهورية العربية السورية
وزارة التعليم العالي
الاختبار الوطني للغات الأجنبية

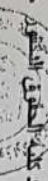
وثيقة اجتياز الاختبار الوطني للغات الأجنبية

رقم الوثيقة/ ٢٠١٠/١١/١ رقم الوثيقة/ ٢٠١٠/١١/١

يترشح ٢٠١٠/١١/١ رقم الوثيقة/ ٢٠١٠/١١/١
الاختبار الوطني في اللغة الانكليزية في مركز كلية الحقوق بالجامعة
لعدة عامين اجازيا للتاريخ المذكور اعلاه .

الجامعة في ١٧ من اذار ١٤٣١ الموافق لـ ٢٣ تشرين الثاني ٢٠١٠

نائب رئيس جامعة القدس للعلوم الشرعية والاسلامية و الادارية
مفتي الاختبار الوطني للغة بالجامعة



نظم الوثيقة
صورة محمدامين عياض
جاسم محمد العواد



ملاحظة: لا يفتح الملف مع وثيقة أصلية واحدة و إذا احتاج اكثر من نسخة يمكن تصوير الوثيقة الاسمي و تحميل الصور من مركز كلية الحقوق بالجامعة