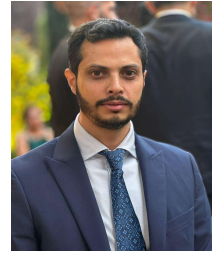


## JEAN PAUL AWAD

Lebanese | Riyadh, Saudi Arabia | aouadjeanpaul@gmail.com | +961 3007404 |  
+966 560948450 | Date of Birth: 05-Nov-1988



### PROFESSIONAL SUMMARY

Experienced procurement professional with 10 years in the construction industry, specializing in sourcing, contract negotiation, and supplier relationship management. Proven ability to optimize procurement processes, drive cost-effective purchasing, and foster strong vendor partnerships. Proficient in ERP procurement systems, vendor performance management, and procurement analytics. Skilled at streamlining processes to support large-scale projects, ensuring compliance, mitigating risks, and enhancing operational efficiency. Passionate about taking on new challenges and delivering innovative solutions to procurement tasks. Seeking an opportunity to leverage my expertise and make a meaningful impact within a dynamic organization.

### WORK EXPERIENCE

#### Senior Procurement Coordinator – Almabani General Contractors

Riyadh, Saudi Arabia | 11/2018 – Present

- Led end-to-end procurement processes for large-scale construction projects.
- Developed strategic vendor partnerships, achieving cost-effective procurement and improved delivery schedules.
- Developed strategic vendor partnerships, achieving an average cost reduction of 15% through contract negotiations and supplier optimization.
- Led procurement process automation, reducing procurement cycle time by 20% and improving workflow efficiency.
- Negotiated high-value contracts with suppliers, ensuring optimal pricing and mitigating supply chain risks.
- Conducted market analysis to assess supplier performance and improve purchasing strategies.
- Spearheaded procurement process improvements, enhancing workflow efficiency and cost control.
- Collaborated with cross-functional teams to align procurement activities with project deadlines.

#### Key Projects

- Dolphin Island, Al-Wajh, Saudi Arabia – leading procurement activities for subcontractors and suppliers. Ensured compliance with project requirements while optimizing procurement costs and managing supplier performance.
- King Faisal Air Academy, Al Majma'ah, Saudi Arabia – responsible for procurement strategies, contract negotiation, and supplier management. Ensured the timely procurement of materials while maintaining cost efficiency.
- Sport Boulevard Red Sand Project, Riyadh, Saudi Arabia – overseeing procurement operations, supplier evaluation, and cost control measures. Managed the purchasing cycle to support project deadlines and quality standards

#### Administrator – Almabani General Contractors

Jeddah, Saudi Arabia | 04/2015 – 10/2017

- Handled HR responsibilities, including payroll and manpower management.
- Managed task and cost code matrixes for effective financial tracking.
- Coordinated administrative duties with the Head Office and provided project reporting.
- Assisted the project manager in stakeholder engagement and administrative oversight.

#### Key Projects

- Rafha Airport, Saudi Arabia – overseeing supplier deliveries and managing cash purchasing. Responsible for supervising the purchasing team and store operations, ensuring procurement efficiency and timely deliveries.
- Al-Wajh Airport, Saudi Arabia – responsible in supplier deliveries, cash purchasing, and managing procurement activities. Oversaw the purchasing team and store operations to ensure smooth workflow and proper stock control.

### **Sales and Operations Manager – Maroun Expo**

Beirut, Lebanon | 02/2013 – 03/2015

- Organized the logistics of motor vehicle importation, including processing port documents, ship scheduling, and associated fees.
- Negotiated with contractors for cost-effective freight transport solutions.
- Managed the marketing strategy and sales team to drive business growth.
- Implemented a structured commission system to incentivize sales performance.
- Handled supply negotiations for domestic motor vehicle parts, ensuring competitive pricing and availability.

### **EDUCATION & QUALIFICATIONS**

- Bachelor of Business Administration, Limkokwing University – Kuala Lumpur, Malaysia (08/2010 – 09/2013)
- Procurement and Contract Management – Alfaisal KLD University (08/2024)
- Supply Chain Sourcing – Rutgers University (07/2023)
- Fundamentals of Digital Marketing (01/2023)
- Element of AI – University of Helsinki (11/2022)
- Procurement Basics – Rutgers University (08/2022)
- Supply Chain Management – CHICAGO Institute of Business (09/2020)
- General Health, Safety and Environmental Awareness – British Safety Council (11/2017)
- Creative Problem Solving and Interpersonal Skills – CHICAGO Institute of Business (03/2017)
- Managing Safety (IOSH Certification) – Institution of Occupational Safety and Health (09/2015)

### **KEY SKILLS & TOOLS**

- Procurement Strategy Development | Vendor Management | Cost Optimization
- Contract Negotiation | Supplier Relationship | Procurement Analytics
- Problem-Solving & Decision-Making | Communication Skills | Advanced Excel | ERP System

### **LANGUAGES**

- Arabic – Native Proficiency
- English – Professional Working Proficiency
- French – Limited Working Proficiency