



## AMER REHMAN

### Purchaser

Ar Riyadh, Saudi Arabia.

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#### SUMMARY

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- Results-driven procurement professional with 07 years of experience in managing purchasing, vendor relations, and logistics. Proven ability to negotiate favorable contracts, optimize procurement processes, and ensure timely delivery of goods. Seeking to leverage expertise in a challenging procurement management role.

#### EDUCATION

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- 2014 • **Bachelor of Commerce (B.Com)**  
GC University Faisalabad, Pakistan.
- 2013 • **Office Management Course**  
MS & IT Computer College, Faisalabad, Pakistan
- 2010 • **Secondary Education (Matric)**  
Govt. High School 101/G-B, Pakistan.

#### EXPERIENCE

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- Jul-2018 - Feb-2025 • **Purchaser**  
Saudi Technical Contracting Ltd. Saudi Arabia.

##### Responsibilities:

- \* Specialized procurement of mechanical (HVAC, Fire Fighting, Plumbing), electrical, and civil materials.
- \* Strong communication and collaboration with suppliers, engineers, and the Procurement Manager.
- \* Applies purchasing expertise (preferably indirect materials) to optimize procurement.
- \* Ensures effective teamwork and collaboration across all organizational levels.
- \* Manages timely and efficient procurement processes to ensure optimal internal customer service.
- \* Facilitates smooth operational procurement workflows.
- \* Manages strategic procurement for assigned direct material categories.
- \* Oversees the establishment of new suppliers and the sourcing of new articles during product development.
- \* Manages technical sourcing and supplier quality assurance.

##### Procurement & Purchasing Management:

- \* Prepared purchase orders, ensuring accuracy and timely delivery.
- \* Maintained and updated vendor and pricing information within the PTS software.
- \* Negotiated contracts with vendors and clients to secure favorable pricing and terms.
- \* Ensured strict adherence to procurement policies and procedures.
- \* Proactively followed up with suppliers to obtain quotations and material deliveries.
- \* Collaborated with delivery and warehouse teams to streamline goods receipt processes.
- \* Conducted regular inventory checks to ensure timely purchases and prevent stockouts.
- \* Inspected delivered goods to verify compliance with specifications and reported any discrepancies.
- \* Maintained accurate records of all purchased products and transactions.
- \* Reviewed and analyzed vendor and supplier options, supply, and pricing to optimize procurement strategies.
- \* Monitored and ensured successful receipt of payments for purchase orders.
- \* Negotiated pricing terms, payment terms, and delivery schedules to maximize cost-effectiveness.

##### Vendor & Supplier Relations:

- \* Developed and maintained an updated vendor list and property report on a monthly basis.
- \* Conducted meetings with vendors to build and maintain strong relationships.

### **Logistics & Operations:**

- \* Arranged transportation and logistics for item collection and delivery.
- \* Organized and managed the safe and efficient storage of goods.
- \* Oversaw daily operational activities, including staff and inventory management.
- \* Collaborated with technical teams to ensure goods met specified requirements.
- \* Checked deliveries of purchased goods on the field.

### **Administrative & Communication:**

- \* Distributed incoming mail and parcels, and responded to routine inquiries.
- \* Maintained records of mail activities and monitored time efficiency.
- \* Hands-on experience with MS Office.
- \* Familiarity with project management.

## **PROJECTS**

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- \* Yamama Palace, Riyadh, Saudi Arabia.
- \* Metro Project (BACS), Riyadh, Saudi Arabia.
- \* SAB Tower, Riyadh, Saudi Arabia.
- \* CEER Automotive Factory, Riyadh, Saudi Arabia.
- \* S-79 Police Station, Hail, Saudi Arabia.

## **SKILLS**

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\* MS office \* Google Docs \* Google Drive \* Outlook \* WordPress \* Effective Team Building skill \* Time Management \* Leadership \* Problem Solving \* Light Driving

## **LANGUAGES**

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- English
- Arabic
- Urdu

## **OBJECTIVE**

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A reliable and dedicated professional with a history of successful task completion. While proficient in current responsibilities, I possess a strong desire to expand my skillset and tackle new challenges. I am a firm believer in the importance of ongoing professional development and am committed to staying abreast of the latest technological advancements.