




RAFEQ ABDO ALMASHRAEAI

-  **Location:** Tabuk (KSA)
-  **Email:** r777860733@gmail.com
-  **Mobile:** +966559514892

PROFESSIONAL SUMMARY

Motivated and detail-oriented Procurement Officer with hands-on experience in both office and field purchasing operations. Strong ability to source suppliers, negotiate terms, and manage the procurement cycle from request to delivery. Proven track record in cost reduction, supplier relationship management, and ensuring timely, high-quality acquisitions. Excellent communication and organizational skills, with a strong commitment to supporting operational needs and improving procurement efficiency.

Core Competencies

- Fleet Management & Optimization
- Route Planning & Scheduling
- Vehicle Maintenance Coordination
- Vendor & Driver Relations
- Operational Efficiency
- Purchase Order Management
- Negotiation Skills
- Market Research & Analysis
- Cost Reduction Strategies
- Inventory Control & Planning

EDUCATION CREDENTIALS

1. Diploma Degree in IT Networking

6th OF October Academy – Cairo – Egypt
(2020 to 2022)



2. Web Developing Diploma

Russian Culture Center Computer Studies Dept
(2021 to 2022)



MAJOR CLIENTS ASSOCIATED WITH OF HANDLED

- **kolin Insat Tourism Sunny in Tikart AS (KSA)**
 - Client: NEOM
 - Project: TROJENA
 - FEB 2025 to Present
 - (Procurement Officer)
- **Roles and Responsibilities:**
 - Assisted in identifying purchasing needs and sourcing suppliers.
 - Prepared purchase orders and followed up on delivery timelines.
 - Helped in comparing quotations and negotiating basic terms with vendors.
 - Ensured proper documentation and filing of procurement records.
- Supported the team in checking the quality of delivered items.



- **Al Ayuni Investment and Contracting (AICC) (KSA)**

- Client: NEOM
- Project: TROJENA
- Aug 2023 to FEB 2025
- Procurement officer {officer & field}



- **Roles and Responsibilities:**

- Managed both office and field procurement tasks to support company operations.
- Prepared purchase orders, communicated with suppliers, and maintained accurate procurement records.
- Conducted field visits to inspect and receive materials, ensuring quality and compliance with specifications.
- Compared supplier offers to select the most cost-effective and reliable options.
- Coordinated with departments to identify purchasing needs and deliver on time.
- Handled documentation and ensured all procurement activities followed company policies.

- **Limak – Al Ayuni (LAJV) (KSA)**

- Client: NEOM
- Project: TROJENA
- Mar 2024 to Jun 2024
- Coordinator Logistics responsible for cars and housing



- **Roles and Responsibilities:**

- **Vehicle Division:**
 - Managed vehicle fleet and scheduled regular maintenance to ensure operational efficiency.
 - Monitored fuel consumption and analyzed data to reduce costs.
 - Supervised vehicle repairs and ensured readiness for operations.
 - Handled vehicle licenses, insurance, and documentation.
- **Accommodation Division:**
 - Secured suitable accommodations for employees and met their housing needs.
 - Oversaw maintenance services (electricity, water, air conditioning).
 - Addressed complaints and improved service quality for residents.
 - Managed contracts and financial obligations related to accommodations.

- **WE Telecom (Egypt)**

- Jan 2022 to Jun 2022
- (Networking Technician)



- **Roles and Responsibilities:**

- Installed and configured network equipment (routers, switches, servers).
- Diagnosed and resolved network issues to ensure connectivity.
- Performed regular maintenance and upgrades to optimize network performance.
- Implemented network security measures (firewalls, antivirus).
- Provided technical support and user training on network usage.

IT Skill Domain

- **IT Networking.**
- **Web Development.**
- **Logistics responsible for cars and housing**
- **MS Office.**
- **Ability to work with a team.**
- **The ability to solve problems.**
- **Continuous learning.**
- **Good analytical and logical skills.**

Personal Details

Father Name	: Abdo
Permanent Address	: Tabuk
Phone No.	: +966559514892
Date of Birth	: 27 Oct 2001
Gender	: Male
Marital Status	: Marriage
Nationality	: Yemeni

Language

English - Professional working proficiency

Arabic – Native

REFERENCES

References will be furnished upon request.