

# Mahmoud Saad

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## Professional Summary

Experienced and results-driven Bid & Local Content Manager with 8+ years of experience in managing high-value government and construction tenders in Saudi Arabia. Proven success in RFP analysis, BOQ preparation, proposal development, and full compliance with Local Content and regulatory requirements. Consistently achieved over 85% alignment with end-user technical and commercial requirements. Skilled in multi-bid operations, strategic planning, and submission across platforms such as Etimad, SAP Ariba, and NEOM tender portals.

## Education

Bachelor of Commerce (B.Comm.) - Commerce, Sep 2006 - Jul 2011  
Zagazig University, Zagazig

## Experience

- Bidding and Local Content Manager, Jan 2017 – Present  
Capital Modern Nurseries Co LTD, Riyadh
  - Managed the complete tender lifecycle for 300+ FM and construction bids, achieving 85% alignment with end-user specifications.
  - Performed pricing and commercial submissions for FM tenders in both private and public sectors.
  - Reviewed and summarized newly floated RFPs; collaborated with departments for bid strategy.
  - Maintained tendering pipeline and ensured timely bid submissions.
  - Developed BOQs, proposals, and commercial bids in compliance with requirements.
  - Extensive hands-on experience in coordinating, preparing, and issuing Local Content Certificates in full compliance with Saudi Local Content Authority standards.
  - Successfully led the issuance process for the last four consecutive years, including collaboration with licensed audit firms for documentation review and approval.
  - Actively manage the planning and preparation of target LC certifications aligned with project needs and bidding strategies.
  - Managed submissions on Etimad and SAP Ariba platforms.
  - Reviewed and approved Pre-Qualification Forms.
  - Built and led bid teams ensuring timely submissions.

- Accountant, Jul 2015 – Dec 2016  
Abdul Rahman Al-Sulaiman Agricultural Investment Est, Riyadh
  - Managed full-cycle accounting processes.
  - Prepared and analyzed monthly financial statements.
  - Handled tax, journal entries, and accounts.
  - Trained junior accounting staff.
- Internal Auditor, Dec 2014 – Jun 2015  
Nasser Al-Kanhal Office, Chartered Accountants and Consultants, Riyadh
  - Assisted in month-end close processes.
  - Managed accounts payable and reconciliations.
  - Handled ledger accounts and financial documentation.

## **Skills**

### Tendering & Proposal Management:

- RFP Analysis, Technical & Commercial Proposal Development, Bid Strategy, BOQ Preparation, Full Tender Lifecycle Management

### Systems & Tools:

- MS Office Suite, SAP Ariba, Etimad Portal, NEOM Tenders, Aramco iSupplier, Excel Estimation Tools

### Soft Skills & Communication:

- Cross-functional Team Leadership, Stakeholder Engagement, Strategic Planning, Time Management, Risk Mitigation

### Sector Knowledge:

- Facility Management, Construction Projects, Local Content Compliance, Government & Private Sector Tenders in KSA

## **Licenses & Certifications**

Associate Member, 2019

Saudi Organization for Chartered and Professional Accountants (SOCPA) - 28761