

Khalid Ahamed Mohamed Sulaiman

Independent Iqama Holder

Mob:966 54 900 3429

Email: Khalidmdsulaiman@gmail.com

<u>Profile</u>	<u>Key experience</u>	<u>Role</u>
<p>Currently working in Al Rafid Construction Co..</p> <p>With over 6+ years of experience, I have served as a & procurement engineer, overseeing electrical and mechanical aspects, including scoping work, ordering materials, and successfully negotiating purchase agreements at discounted prices. Additionally, I have been responsible for issuing permits and coordinating logistics. Defining sourcing strategy, spend analysis, strategic partnerships, vendor identification and development.</p>	<ul style="list-style-type: none">• Negotiate sales agreements with selected vendors.• Purchasing equipment spare parts and general maintenance equipment.• Manage, monitor, and evaluate the suppliers' quotations• Ensuring that quotations meet technical and commercial requirements• Providing technical expertise and maintaining the budget.• Excellent deal closing.• Manage the stock availability.• High work & ethical STD• Mangle the company budget	<p>Spare parts Procurement Engineer</p> <p><u>Joined Tarek Nasser Co.</u></p> <p>13th August 2019</p> <p><u>Nationality / Languages</u></p> <p>Indian / English, Hindi, Arabic, Tamil</p> <p><u>Qualifications.</u></p> <p>Electronics and Communication Engineering</p> <p><u>Professional associations</u></p> <p>HSE training, L&T Associate training, PMP training.</p>

Working Experience

Al Rafid Construction Co. (Aug 2019 - Present)

Role & Responsibility :

- Execute the procurement function according to supply chain and company overall strategy.
- Planning and supervision on procurement and materials purchasing.
- Coordinate with the supplier for the enquiry and receive the quotation.
- Reviewing, comparing, analyzing, and approving products and services to be purchased.
- Negotiating with supplier on the best terms of service including price delivery payments
- Preparing plans for the purchase of material for good quality.
- Manage the delivery of all materials to the sites in coordination with company's store and vendors.
- Requesting for material approvals, Inspection reports and acceptance tests
- Prepare purchase Orders and maintain record of purchase, pricing & other important data.
- Assisting department needs, identifying vendors and negotiating prices and payment terms, formalizing purchase / sub-contract agreements, ensuring procurement meets quality/ specifications requirements and timely delivery.
- Ensure that Contractor support the development and implementation of project HSE and QA/QC
- In coordination with Facility, maintain and update asset inventory
- Providing technical expertise and maintaining budget.
- Strong decision-making, critical thinking, evaluation, and analytical skills.
- Organizing meeting with internal team and taking decision for future execution plans.

Al Ebtakar Contracting Co./ Riyadh (Oct 2017 – July 2019)

Procurement Assistant Engineer

- Inspection the as per our PO part number.
- Presented reports to the procurement officer, relaying information from department heads accurately.
- Communicated information from the procurement officer to the rest of the management team.
- To successfully negotiate supply contracts with vendors.
- Manage the stock availability.
- Ensure that Contractor support the development and implementation of project HSE and QA/QC
- In coordination with Facility, maintain and update asset inventory
- Providing technical expertise and maintaining budget.
- Preparation of management reports.
- Reporting and accounting as per regulatory and legal requirements.
- Handle petty cash payments and ensure that all disbursements are allocate in accordance with the department budgets.
- Execute and maintain appropriate systems for monitoring and measuring business and individual project cash flow.
- Submit a written monthly report on the company/project financial position.

Area of Experience :

- Ensuring that quotations meet technical and commercial requirements
- Determine the needs of the company in regards to machinery and supplies necessary for safe operation, and adjust inventory accordingly.
- Research and meet with potential suppliers to compare products, prices, and lease terms, and make the best decision for the company.
- Negotiate sales agreements with selected vendors to get the best value, and periodically revisit and renegotiate contracts for the duration of the business relationship.
- Implementing purchase plans, comparing prices, training new employees, researching products.

Strength

- Proficient in related computer software.
- Highly organized with the ability to keep meticulous inventory records that track regular
- Qualified problem-solver with a strong understanding of the mathematics and logistics that go into maintaining a company's inventory.
- Excellent communicator with the strong reading, writing, speaking, and listening skills, required to successfully negotiate supplies contracts with vendors.
- Strong analytical skills that make it possible to identify areas where the company can cut costs and increase productivity.

Declaration

I hereby declare that the information furnished above is true to the best of my knowledge.

PLACE :

DATE :

(Khalid Ahamed Mohamed Sulaiman)