

# Nouf Almotawa

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## Summary

Experienced procurement and contracts professional more than 5 years on supplier management optimization, negotiating, cost saving, data analysis, reports and process improvement while maintaining quality standards. holds a bachelor degree in English language at Shaqra University. And Masters degree in business administration Economics at king Saud university

## Achievements

- Graduated with a Master's degree in Business Administration – Economics , with GPA (4.75\ 5) from King Saud University (2025).
- Led the successful transformation of procurement processes into a fully automated system at Naqel Express, (February 2023).
- Earned internationally recognized certifications in procurement:
  - CIPP – Certified International Procurement Professional, February 2023
  - CIPM – Certified International Procurement Manager, (February 2023)

## Technical Skills

Purchase order and contract preparation | Vendor negotiation | Technical and financial offer evaluation | ERP systems (e.g. Microsoft Dynamics 365, Infor ) | Procurement reporting and spend analysis

## Soft Skills

Analytical thinking | decision making | Problem solving | Time management | task prioritization | teamwork | Adaptability and ability to perform under pressure | Leadership | team motivation | Risk management

## Experience

**SAMI Alsalam Aerospace Industries** , Riyadh  
*Procurement Specialist* , Feb/2025 – Present

- Work on local and international purchases.
- Purchase Order Management: Create, track, and manage purchase orders, ensuring timely fulfillment and accurate documentation.
- Supplier Research & Negotiation: Identify, evaluate, and negotiate with international and local suppliers to ensure the best quality, pricing, and delivery terms.
- Logistics & Shipping Coordination: Work with freight forwarders and logistics teams to arrange shipments, track deliveries, and handle customs documentation.
- Reporting & Data Analysis: Maintain accurate purchasing records, analyze performance metrics.

**NAQEL , Riyadh**

*Assistant Procurement Manager, Feb/2023 – Jan/2025*

- Supporting Procurement Manager in various tasks related to procurement and management.
- Supplier Management identifying potential suppliers, negotiating contracts, and maintaining relationships to ensure timely and quality delivery of goods and services.
- Purchase Planning Collaborating with other departments to forecast demand, assess inventory levels, and develop procurement plans to meet organizational needs while optimizing costs.
- Order Processing Overseeing the procurement process from requisition to purchase order generation, ensuring accuracy and compliance with internal policies and procedures.
- Cost Analysis Conducting cost benefit analysis, price comparisons, and supplier performance evaluations to identify opportunities for cost savings and process improvements.
- Contract Management Assisting in drafting, reviewing, and negotiating contracts with suppliers to establish terms and conditions that meet the organization requirements and mitigate risks.
- Communicating with internal departments such as finance, legal department to coordinate purchasing or contracts activities and resolve any issues or discrepancies that may arise.
- Automation processes of evaluate suppliers through Microsoft Dynamics AX at 2023

**NAQEL , Riyadh**

*Purchases Specialist , Sep/2020-Jan/2023*

- Work on Project: Automation all processes of procurement department and achieved at 2023, results was improvement in team productivity ,speed up processes ,and cost reduction.
- Work on development and improving Microsoft dynamics AX system.
- Implementation and development of procurement Dashboard.
- Prepare reports of procurement department and data analysis.
- Coordinate with IT dept.to solve any problems in the system.
- Research potential vendors and compare & evaluate offers from suppliers.
- Negotiate contract terms of agreement and pricing.
- Track orders and ensure timely delivery.
- Enter order details (vendors, quantities, prices) into internal databases.
- Follow up PR until creation PO and closed.
- Report to follow up pending PR's.
- Create the codes for new product.
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**NAQEL, Riyadh**

*Premium Key Account Agent, Nov/2017-Aug/2020*

- Daily & weekly reports for booking.
- Daily report for problems of pending shipments.
- Weekly Report for Claims, Complaints, and Pending shipments.
- Monthly Reports.
- Social media.
- Courses training for new employees.

**Education**

Bachelor of English language (2017), Shaqra University.

- Achieved a Very good GPA ( 4.03\ 5) .

Masters of Business Administration Economics, ( 2023-2025), king Saud University

- Achieved a Excellent GPA (4.75\ 5) .

## **Professional Certifications**

- CIPM , Certified International Procurement Manager (Feb/2023 ), At IPSCMI
- CIPP, Certified International Procurement Professional (Feb/2023 ), At IPSCMI
- Lean Six Sigma Black Belt (Mar/2022), At NAQEL

## **Courses**

- Leadership Development Programme 3 months ( Sep/2023 ), At HRDF
- Procurement Management ( Mar/2021), At HRDF
- Digital Marketing Professional (Sep/2020), At Triggers Academy
- Lean Six Sigma Green Belt ( Jan/2020 ), At NAQEL
- Finance for Non Finance (Dec/2019), At NAQEL
- Lean Six Sigma Yellow Belt (Apr/2019), At Anexas
- Customer Service Excellence (Apr/2018), At Anexas
- Computer use for office work 3 months (2017 ), at Al-Faisal International Academy

## **Languages**

Arabic / Native .

English / professional .