

Wael Mufti

Procurement and Supply Chain Management

Riyadh, Saudi Arabia

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SUMMARY

Seeking for a job in a leading and high performing company where I can use my academic knowledge, and experience in the Business field, while meeting the organization objectives and goals. Energetic employee well-versed in strong communication and organization skills. Seeks solutions to problems and applies extensive analytical knowledge to findings. Adept at multi-tasking, leading group discussions and managing projects. Takes on challenging new role harnessing interpersonal skills, collaboration and problem-solving. Driven to deliver high-quality service and consistent results.

EXPERIENCE

August 2022- Currently

Senior Procurement Specialist

Aliaa Advance Company (MBL sister's Company), Riyadh

Project Name: Execution of finishing and concrete works in King Salman Park (KSP) -Riyadh

Nature of Tasks:

- Negotiated contracts saving 20% on annual procurement costs.
- Streamlined supplier onboarding, reducing time by 30%.
- Implemented strategic sourcing, boosting supplier performance by 25%.
- Developed procurement strategies that increased efficiency by 40%
- Cultivated strong supplier relationships, enhancing collaboration.
- Led cross-functional teams to drive procurement initiatives.
- Achieved 95% on-time delivery rate through effective vendor management.

January 2020 - January 2022

Senior Procurement Specialist

Sea Harvest Company, Riyadh

Project Name: In Misk City project in "IRQAH" 2020 - 2022

Nature of Tasks:

Successfully negotiated and coordinating with the suppliers and clients follow up the suppliers to provide the materials and deliver it on time.

In-charge on the Bid's quotations provide all required materials for this project.

January 2019 - January 2020

Administrator Supervisor

Suliman Al Muhaileb Company, Riyadh

Project Name: Construction of security patrol buildings in the northern cities of the Saudi Arabia

Nature of Tasks:

Contracts management officer \ Communicating and coordinating with the, suppliers, and clients \ Bids, quotations & job orders coordination \ Documents & data base controlling \ In Charge over the procurement affairs.

January 2017 - January 2019

Project Manager Assistant

Imagination Star Establishment, Riyadh

Project Name 1: Parking construction for Ministry of Finance Project Name 2: SAGO (Saudi Grains Organization Head Office) Sales building construction

Nature of Tasks:

Client communications, site supervision on the staff and 2017 - 2019 1 / 2 materials, coordinating with the suppliers, invoices controlling, in-charge of the supplies/property control, in-charge on the corresponding and official communications, in-charge for the documentation and archive, reporting to the management on the operations on-going.

December 2015 - December 2016

Sales Administrator

HALA BURSA Company, Bursa, Turkey

EDUCATION

2025- Expected 2027

Master of Business Administration
SVU, Syria

2009 - 2015

Bachelor of Business Administration
Ebla Private University, A Syria

SKILLS

- Supplier Relationship Management
- Knowledge of the job role in various procedures including Safety Rules, HSE procedures and other procedures
- Microsoft office Applications (Word, PowerPoint, Excel)
- Communicating with customer & vendor
- Excellent negotiation skills and the ability to drive down costs while maintaining quality standards

CERTIFICATIONS AND LICENSES

- Project Management Professional (PMP®) – PMI | (2025)
- Logistics and Supply Chain Management – Udemy (2025)
- Construction Contracts and Related Laws – Udemy (2025)
- Negotiation Skills for Procurement – Udemy (2025)
- Supply Chain Management Fundamentals – Udemy (2025)
- 2021: Health and Safety Management – Elite Center for Training (2021)

LANGUAGES

Arabic

English

Turkish