

Mostafa Nabil Mohamed

PROCUREMENT MANAGER –|CIPP| CIPM

+966590190590. <mailto:mostafanabil413@gmail.com>. [LinkedIn](#). Address: Riyadh, Saudi Arabia. Saudi Driving License. Egyptian

PROFESSIONAL SUMMARY

Seasoned Procurement Manager with a proven track record in overseeing complex infrastructure projects within the construction sector. Emphasizing procurement, a consistent delivery of results is ensured through spearheading strategic sourcing initiatives, managing vendor relationships, and ensuring seamless contract administration. Noteworthy expertise lies in contract management, facilitating effective navigation of intricate procurement landscapes. Responsibilities include overseeing contract negotiations, ensuring compliance with legal requirements, and mitigating potential risks throughout project lifecycles. Presently spearheading the implementation of the groundbreaking Treated Sewage Effluent (TSE) Network, Green Riyadh Riyadh City, close collaboration with stakeholders guarantees efficient acquisition of materials and services, while maintaining quality standards and adhering to project timelines. Extensive experience in developing and executing procurement strategies aligned with organizational objectives enables the driving of cost savings, risk mitigation, and optimization of supply chain efficiency. Committed to fostering a culture of excellence, innovation, and continuous improvement within the procurement function.

KEY COMPETENCIES

- CIPP (Certified International Procurement Professional) ♦ CIPM (Certified International Procurement Manager)
 - Policy Development and Implementation
 - of Strategic Sourcing
 - Supplier Relationship Management
 - Contract Negotiation
 - Cost Reduction Initiatives
 - Vendor Evaluation and Selection
 - Quality Control
 - Supply Chain Optimization
 - Inventory Management
 - Resource Allocation and Optimization
 - Budget Management
 - Stakeholder Communication
 - Performance Evaluation and Metrics
 - Continuous Improvement Strategies
 - Project Management
 - Compliance and Risk Management
 - AutoCAD: Design and Drafting
 - Oracle Primavera P6: Project Scheduling
 - M-files System: Document Organization
 - Decision Making and Problem Solving
 - Team Leadership and Development
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PROFESSIONAL EXPERIENCE

PROCUREMENT MANAGER

YÜKSEL İNŞAAT SAUDIA

JUN 2023 - PRESENT

- **Project Title:** CONSTRUCTION OF TSE NETWORK G06 &G13
- **Client:** Royal Commission for Riyadh City
- **Consultant:** ILF CONSULTING ENGINEERS
- **Project Description** – Treated Sewage Effluent (TSE) Network, Green Riyadh
- **Project Overview:** The Treated Sewage Effluent (TSE) Network Project forms a cornerstone of the Green Riyadh initiative, one of the flagship programs under Saudi Vision 2030. The project is designed to establish an extensive network for the distribution of treated wastewater across Riyadh, ensuring a sustainable and reliable source of irrigation for the city's ambitious greening efforts. Through this network, treated sewage effluent will be delivered to irrigate millions of newly planted trees, public parks, residential landscapes, roadways, and open spaces. This approach not only conserves valuable potable water resources but also enhances Riyadh's environmental sustainability by maximizing the reuse of reclaimed water.
- Lead and supervise a team of procurement professionals, providing guidance, support, and performance feedback.
- Develop departmental goals, objectives, and KPIs (Key Performance Indicators) to track and measure team performance.
- Coordinate and prioritize procurement activities to ensure efficient and effective utilization of resources.
- Foster a collaborative and inclusive work environment that encourages teamwork, innovation, and continuous improvement.
- Represent the procurement function in cross-functional meetings and strategic planning sessions.
- Act as a liaison between the procurement team and other departments, fostering strong communication and alignment of goals.
- Develop and implement policies, procedures, and controls to streamline the procurement process and mitigate risks.
- Prepare and present reports, analyses, and recommendations to senior management regarding procurement activities and performance.
- Stay abreast of industry trends, regulatory changes, and market dynamics that may impact procurement operations.
- Drive initiatives to enhance supplier diversity, sustainability, and social responsibility within the supply chain.
- Lead or participate in vendor evaluation and selection processes, ensuring adherence to established criteria and standards.
- Manage vendor relationships, including contract negotiations, performance evaluations, and resolution of disputes.
- Develop and manage the procurement budget, ensuring cost-effectiveness and accountability.
- Implement technology solutions and tools to automate and optimize procurement workflows and systems.

TECHNICAL OFFICE MANAGER YÜKSEL İNŞAAT A.S

SEP 2019 - MAY 2023

- **Project Title: Riyadh North Main Roads Rehabilitation and Upgrading Project**
- **Client:** Riyadh Municipality
- **Consultant:** Projacs International Office
- **Project Overview:** Led the comprehensive rehabilitation and upgrading initiative for the Riyadh North Main Roads on behalf of Riyadh Municipality. Engaged as the consultant under Projacs International Office, overseeing strategic planning, execution, and project management activities.
- Directed the technical office operations, overseeing project documentation, correspondence, and communication channels to ensure seamless information flow.
- Managed the preparation and submission of technical proposals, bids, and tender documents in compliance with project requirements and deadlines.
- Coordinated with engineering teams to review project plans, specifications, and drawings, ensuring accuracy and adherence to regulatory standards.
- Supervised the drafting and issuance of project schedules, work plans, and progress reports to monitor project milestones and deliverables.
- Facilitated coordination meetings with internal departments, external consultants, and contractors to resolve technical issues and optimize project workflows.
- Implemented quality control measures to review and validate technical documentation, ensuring consistency, completeness, and compliance with contractual obligations.
- Conducted risk assessments and provided recommendations to mitigate technical risks and challenges throughout the project lifecycle.
- Collaborated with procurement and supply chain teams to procure materials, equipment, and services required for project execution, adhering to budgetary constraints and timelines.
- Liaised with clients, architects, and regulatory authorities to address technical inquiries, resolve disputes, and obtain necessary approvals and permits.
- Mentored and coached technical staff, providing guidance on best practices, professional development opportunities, and performance improvement strategies.

CHIEF PROCUREMENT ENGINEER AND LOGISTIC SERVICE YÜKSEL İNŞAAT A.S

MAY 2015 - SEP 2019

- **Project Title: Riyadh Bus Project Phase-3 Infrastructure Development**
- **Project Overview:** Oversaw infrastructure development for Phase-3 of Riyadh's Bus Rapid Transit (BRT) system, including 1200 bus stops, 22 km of road upgrades, steelworks for bridges and stations, storm drainage, streetscape enhancements, irrigation system, and Intelligent Traffic System implementation.
- **Project Title: Abi Bakr Al Siddique Road Project, Phase – I | Riyadh, KSA**
- **Project Overview:** Managed the development of Abi Bakr Al Siddique Road, Phase – I, including construction of a 326m steel bridge flyover at the Imam Saud Road junction, road surfacing and marking, storm drainage setup, Reverse Osmosis plant, Irrigation system, Intelligent Traffic System deployment, and installation of two steel pedestrian bridges with four elevators. Coordinated utility relocation to ensure bridge foundation integrity.
- Developed and executed procurement strategies aligned with project requirements and organizational objectives.
- Managed end-to-end procurement processes, including vendor selection, negotiation, and contract administration, ensuring compliance with company policies and regulations.
- Oversaw logistics services encompassing transportation, warehousing, and inventory management, optimizing supply chain efficiency.
- Conducted thorough market research and supplier evaluations to identify cost-saving opportunities and enhance vendor performance.
- Collaborated closely with cross-functional teams to assess project needs, define specifications, and procure materials and services accordingly.
- Monitored supplier performance meticulously, swiftly resolving any issues or discrepancies to maintain timely delivery and uphold quality standards.
- Implemented best practices in procurement and logistics to streamline processes, reduce lead times, and minimize operational costs.
- Leveraged data analysis and reporting tools to track procurement and logistics KPIs, driving continuous improvement initiatives.
- Provided effective leadership and guidance to procurement and logistics teams, fostering a culture of excellence and accountability.
- Maintained proactive communication and coordination with internal stakeholders, external vendors, and service providers to address operational challenges and ensure seamless execution.

- **Project Title: Underpass Project, Dammam Coastal Road | Dammam, KSA**
- **Project Overview:**Led the construction of an underpass on the Dammam-Al Khobar coastal road, including roadworks, infrastructure development, and installation of a stormwater pump station.
- Initiated, coordinated, and maintained Project Lists of Deliverables, encompassing project procedures, plans, engineering documents, procurement materials submittals, and method statements.
- Compiled comprehensive procurement packages, including quantity take-offs, contract specifications, technical requirements, and delivery schedules.
- Established and updated the Procurement Status Register to track the progress of procurement activities.
- Prepared and managed the Subcontractors Register, assisting in drafting subcontract agreements and negotiating prices.
- Supported subcontract administration, handling related correspondences, measurements, payment certifications, and final account settlements.
- Coordinated and updated the Engineering Deliverables Status Register to monitor the progress of engineering tasks.
- Generated and maintained a List of Project Materials with required quantities, ensuring continuous reconciliation.
- Ensured meticulous maintenance of project records and diaries, documenting daily activities, climate conditions, resource utilization, productivity, and significant events.
- Monitored the Contract Scope of Work and documented any variations or changes.
- Prepared and managed Variations and Claims Registers, collecting and organizing contemporary records essential for project management.

CIVIL SITE ENGINEER
YÜKSEL İNŞAAT A.S

JUL 2011 - DEC 2012

- **Project Title: Underpass Project, Dammam Coastal Road | Dammam, Kingdom of Saudi Arabia**
- **Project Overview:**Managed the construction of an underpass along the Dammam-Al Khobar coastal road, including comprehensive roadworks, infrastructure enhancements, and installation of a StormWater pump station to ensure efficient drainage and traffic management.
- Collaborated with project managers to develop project plans, schedules, and budgets.
- Coordinated the relocation of all utilities within the scope of work, including stormwater lines and electric lines.
- Oversaw the construction of 2500 secant piles as a shoring system, each with a length of 19 meters.
- Managed the construction of 1900 tension piles under the raft foundation for structural support.
- Supervised the construction of all reinforced concrete items, such as the raft, retaining walls, and slab bridge, ensuring adherence to project specifications.
- Facilitated assessments and evaluations to ensure quality and compliance throughout the construction process.

CONSULTANT ENGINEER
KING FAISAL UNIVERSITY

JUL 2008 - JUN 2011

- **Project: King Faisal University Permanent Campus, Dammam, KSA**
- Supervised diverse infrastructure projects encompassing drinking water, irrigation, raw water networks, and firefighting systems.
- Managed the construction of compacted substations, valve boxes, and landscaping works.
- Provided oversight for critical university facilities such as the hotel, administration building, and library, while ensuring quality control through meticulous shop drawing reviews, on-site inspections, and regular progress reporting to stakeholders.

CIVIL SITE ENGINEER
THE EGYPTIAN MINISTRY OF IRRIGATION AND WATER RECOURSES

JUL 2003 - JUN 2008

- Construction of a new city at Kilo 50 Sheikh Zayed Canal, Toshka Project - Mubarak Pump Station, covering 300 Fadden, with diverse zones, infrastructure, and environmental considerations.

EDUCATION

- **Bachelor Degree | Civil Engineering | Cairo University | Egypt | 2003**
Grade: Good
- **Graduation Project:** Engineering Sanitary
Grade: Excellent

LANGUAGES

- **Arabic** : Native

English : Fluent