

MOAID AL SHHT



PERSONAL INFO.

Nationality: Syrian
Date of Birth: 01/08/1990
Marital Status: Married

CONTACTS

Riyadh, Kingdom of Saudi Arabia
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SKILLS

Purchasing & Procurement Management
09/10

Supply Chain Management
08/10

Project & Vendor Management
08/10

Contract Negotiation & Cost Control
09/10

Inventory Management
07/10

Business Process Improvement
07/10

Teamwork, Leadership, & Communication
10/10

Flexibility and Working under Pressure
09/10

Computer and MS Office
10/10

LANGUAGES

- Arabic
- English

SUMMARY

Highly motivated and results-oriented Purchasing professional with 13 years of experience in managing procurement for large-scale construction projects. Proven ability to collaborate with project teams, identify cost-effective solutions, and ensure timely delivery of materials and services. Expertise in developing and maintaining supplier relationships, negotiating contracts, and optimizing procurement processes. Strong analytical skills with a track record of exceeding budget targets.

WORK EXPERIENCE

Present
2016

Purchasing Officer

Al Bawani Company Limited

- Collaborate with project managers to determine procurement needs for various projects, including but not limited to Granada Mall in Riyadh, Riyadh Metro Station, King Faisal Hospital in Riyadh, Airport Medical Evacuation Center, Medical Evacuation Administrative Building in Salboukh, Royal Palace in Neom, Neom Hospital, and Seven Entertainment Project in Tabuk.
- Develop and maintain relationships with suppliers to ensure timely and cost-effective delivery of materials and services.
- Conduct market research and analysis to identify potential suppliers and negotiate favorable terms and pricing agreements.
- Prepare purchase orders, contracts, and other procurement documents accurately and efficiently.
- Monitor supplier performance and address any issues or concerns promptly to ensure project timelines are met.
- Coordinate with internal stakeholders to forecast procurement needs and maintain adequate inventory levels.
- Stay updated on industry trends and best practices to optimize procurement processes and procedures.

2016
2011

Purchasing and Project Administrator

First Gulf Company

- Coordinate procurement activities to support various projects, including but not limited to the Girls' Care Facility in Khamis Mushait, Central Water Laboratory in Abha, Comprehensive Rehabilitation Center in Abha, Television Building in Abha, and Sewage Connection Project for Homes in the Namas region.
- Assist project managers in developing procurement strategies and timelines to meet project objectives and deadlines.
- Source and evaluate suppliers/vendors to ensure quality, cost-effectiveness, and timely delivery of goods and services.
- Prepare and process purchase orders, contracts, and other procurement documents accurately and efficiently.

EDUCATION

2011

Diploma in Hospitality and Air Travel

Al Wardiah International Academy

TRAINING COURSES

- Air Hostess Course | 02/2011 – 08/2011
- Air Ticketing Course | 10/2010 – 01/2011
- International Tourism Course | 10/2010 – 01/2011
- Aeronautical Engineering Course | 06/2010 – 07/2010
- English Language Courses | 11/2009 – 07/2011