



Atif Qavi

Procurement Officer

CONTACT

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Saudi Arabia, Riyadh, Riyadh

EDUCATION

2009 - 2011

Master of Business Administration (MBA)

Sikkim Manipal University, Saudi Arabia

2005 - 2008

Bachelor of Business Administration

Jamia Hamdard University, India, New Delhi

LINKS

atif-qavi-369908115

LANGUAGES

PROFESSIONAL SUMMARY

Procurement professional with 12+ years of experience in sourcing, vendor management, and supply chain optimization. Skilled procurement documentation, and ERP systems, including SAP, Oracle Cloud, and Aconex. Adept at managing procurement processes, ensuring regulatory compliance, and driving cost efficiencies. Currently serving as a Procurement Officer at UCC Saudi.

EXPERIENCE

Procurement Officer 2025 - Now

UCC Saudi, Saudi Arabia, Riyadh

Projects: Al Diriyah Wadi Safar

Key Responsibilities:

- Processing Purchase Requisitions using SAP HANA.
- Prepare and issue Request for Quotations, manage Request for Information, and oversee bid evaluations.
- Negotiate with vendors to secure the best pricing and terms.
- Preparing Comparative Bid Summaries and generating Purchase Orders
- Following the approval status for RFQs, CBS, and POs.
- Manage vendor registration and data in SAP.

Procurement Officer 2024 - 2025

Doosan Enerbility, Saudi Arabia, Riyadh

Projects: Regional Headquarters MENA

Key Responsibilities:

- Develop and manage the Procurement Policy, ensuring alignment with company objectives and regulatory compliance.
- Conduct vendor research, manage registration, and verify compliance with standards.
- Provide procurement support to South Korean headquarters, addressing inquiries and resolving issues.
- Prepare and send RFQs, manage RFIs, and oversee evaluation.
- Oversee the approval process for Purchase Orders and Requisitions.
- Maintain and update the Vendor Development list, ensuring accurate procurement records.
- Manage vendor registration processes on SAP Ariba.

Procurement Engineer 2022 - 2023

Egis-Group, Saudi Arabia, Madinah

- English
- Hindi
- Urdu

PERSONAL INFO

- Date of birth: 3 July 1986
- Nationality: Indian
- Driving licence: Valid Saudi

Projects: SEVEN Program 5

Key Responsibilities:

- Create and manage Purchase Orders/Requisitions, negotiate terms and pricing with suppliers.
- Oversee approval processes for POs and Requisitions.
- Manage RFQs, RFIs, and vendor quote comparison for decision-making.
- Coordinate with inventory and finance teams for invoice processing and reconciliation.
- Assist in preparing Monthly Interim Payment Certificates (IPCs).
- Attend weekly PMC meetings to discuss project progress, contracts, and finances.
- Update finance on invoice status and account closures.
- Use Oracle Cloud, SAP, and SAP Ariba for bidding and tendering procurement packages.
- Create Service Entry Sheets (SES) and Goods Receipt Notes (GRN) for IPCs.
- Monitor procurement workflows and maintain data analysis via Microsoft Office Suite.

Procurement Coordinator

2014 - 2022

Shibh Al-Jazira Contracting Co., Saudi Arabia, Riyadh

Projects: Riyadh Central Purchasing Office, Al Qiddiya, King Faisal University, Salbukh, Riyadh Road Maintenance, Neom

Key Responsibilities:

- Managed purchase orders and requisitions, negotiated terms and pricing with suppliers.
- Oversaw approval processes for purchase orders and requisitions.
- Handled RFQs/RFIs from vendors, developed comparison sheets for proposal evaluation.
- Prepared weekly reports on pending purchase requisitions for branches.
- Coordinated with inventory and finance on invoice and delivery note processing.
- Followed up on vendor payments and statements.
- Proficient in Oracle Cloud Fusion and Microsoft Office Suite (Excel, Outlook, Word, PowerPoint).

Procurement Assistant

2012 - 2014

Al Mabani General Contractors Co., Saudi Arabia, Riyadh

Projects: Extension of Al Oruda Road, Abu Baker Al Siddiq Road through Riyadh Air Base, Development of Eastern Part of King Abdullah Road

Key Responsibilities:

- Created purchase orders and requisitions, negotiating terms, pricing, and conditions with suppliers.
- Managed RFQs/RFIs, gathered vendor quotes and capability information.
- Developed comparison sheets to evaluate vendor proposals for cost-effective decisions.
- Processed cash and credit invoices, managing invoice data backup for finance.
- Proficient in Microsoft Office Suite (Excel, Outlook, Word, PowerPoint) for data analysis, communication, documentation, and presentations.

★ **SKILLS**

Negotiation	★★★★★
Vendor Management	★★★★☆
SAP Ariba	★★★★☆
Oracle Cloud Fusion	★★★★★
Microsoft Word	★★★★★
Microsoft Outlook	★★★★★
Microsoft Excel	★★★★☆
Microsoft Powerpoint	★★★★★
Oracle Aconex	★★★★★
RFQ	★★★★★
Bid Comparison	★★★★★
SAP HANA	★★★★☆
Procurement Systems	★★★★★
Microsoft Office	★★★★★

📖 **COURSES**

Ethics in Action

2023

Egis-Group

Cyber Pass

2023

Egis-Group

Safe Pass

2023

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