

HABIB ALI (ASSIT. PROCURMENT OFFICER)

Riyadh Saudi Arabia | 00966530287433 | habibali741@gmail.com

PROFESSIONAL SUMMARY

Local Procurement: Identify and evaluate local suppliers for materials, equipment, and services. Source and evaluate overseas suppliers for raw materials, specialized equipment, or bulk orders. Negotiate with global suppliers and domestic vendor on pricing, Incoterms, and shipment schedules

Budget and LPO Management :- Preparing **Purchase Orders (P.O.)** to officially request and authorize the purchase of selected items, and creating a **Bill of Quantities (B.O.Q.)** to detail the quantities, specifications, and costs of materials or work. This ensures accurate budgeting, supplier coordination, and timely delivery of resources.

Team Coordination: Supervise and coach the warehouse team, ensuring they meet performance standards. Provide training and support to enhance team capabilities.

WORK EXPERIENCE

1). **Assistant Procurement Officer (Jan-2025-Present)**

China Harbour Engineering Company (Roshan Project Riyadh KSA)

- Assist in sourcing and procuring construction materials, equipment, and services at the best quality and cost.
- Support the preparation and issuance of purchase orders (POs) and maintain accurate procurement records.
- Coordinate with suppliers, vendors, and subcontractors to ensure timely delivery of materials and services.
- Verify received goods against purchase orders and inspect for quality and compliance with specifications.
- Assist in maintaining vendor databases, evaluating supplier performance, and developing long-term supplier relationships.
- Help in preparing reports on procurement activities, cost analysis, and budget adherence.
- Ensure compliance with company policies, safety standards, and legal requirements in all procurement activities.
- Coordinate with project managers and site engineers to understand material requirements and delivery schedules.

2). Assistant Procurement Officer (Jun2023-Jan2025)

China State Construction Engineering Corporation (Neon Saudi Arabia)

- Supported procurement of construction materials, equipment, and services at competitive prices.
- Prepared and processed purchase orders and maintained accurate procurement records.
- Coordinated with suppliers and site teams to ensure timely delivery of materials.
- Assisted in vendor evaluation, price comparison, and contract negotiation.
- Monitored inventory levels and reported material shortages to the procurement manager.
- Verified quality and specifications of delivered materials.
- Ensured compliance with company policies and procurement procedures.
- Maintained strong relationships with vendors and internal departments to support project needs.

3). Junior Purchase Officer(April 2014- Oct 2020)

Al Rajhi Construction LLC (Mega Construction Projects Dubai UAE)

- Assisted in purchasing construction materials, tools, and equipment as per project requirements.
- Collected quotations and compared prices to ensure cost-effective purchasing.
- Coordinated with suppliers and site teams for smooth material flow.
- Maintained records of purchases, supplier information, and delivery schedules.
- Checked received materials for quality and compliance with specifications.
- Supported the Purchase/Procurement Manager in daily operations and reporting.

4). Cashier (May 2010 - Jun 2011 | Rawalpindi , Pakistan

Nadra Pakistan (National Data Base Pakistan)

Handle cash, credit, and debit transactions accurately. Maintain daily cash balance and prepare cash reports. Provide excellent customer service and assist with inquiries. Issue receipts, refunds, and process returns. Ensure the cash register is well-organized and stocked with change. Follow company policies for cash handling and recordkeeping.

5). EDUCATION

High Secondary School
Pakistan Rawalpindi

6). Languages

- English – Fluent
- Urdu – Proficiency Level
- Arabic – Basic

6). SKILLS

- **Vendor Management** – Building and maintaining strong relationships with suppliers.
- **Negotiation Skills** – Securing the best prices, terms, and contracts.
- **Purchase Order Management** – Preparing, issuing, and tracking purchase orders.
- **Budgeting and Cost Control** – Managing procurement budgets and reducing expenses.
- **Market Research** – Identifying reliable suppliers and evaluating product quality.
- **Contract Management** – Reviewing and ensuring compliance with purchasing agreements.
- **ERP / E-Promis Knowledge** – Using procurement and inventory management systems.
- **Communication and Coordination** – Collaborating with internal departments and suppliers.
- **Procurement & Sourcing**



الراجحي للإنشاءات ذ.م.م.
Al Rajhi Construction L.L.C

25th November 2020

Ref: ARC/15287/2020

EMPLOYMENT CERTIFICATE

To whom it may concern,

This is to certify that **Mr. Habib Ali Muhammad Sharif**, holder of Pakistani passport Number **PB1803601** has been employed with us from April 17, 2014 to October 30, 2020 in the capacity of **Assistant Procurement officer**.

Yours faithfully,
For Al Rajhi Construction LLC

HR & Admin Department



Paving the Way to the Future

www.arconst.com

Member of Al Rajhi Holding

Paid-up Capital AED 25,000,000

Abu Dhabi

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A U H • D X B • S H J • R A K • K S A



中建中东沙特分公司

China State Construction Engineering Corporation Middle East LLC (KSA Branch)
شايئا ستيت كونستراكشن انجليرينغ كوربوريشن ميڊل ايست ذ م م

Date: 9th Jan 2025

To Whom It May Concern:

WORKING EXPERIENCE CERTIFICATE

Name of Employee : Mr. Habib ali
Passport No : PB1803602
Position Held : ASST.PROCUREMENT OFFICER
Joined Date : 10th June 2023

Duration	Project	Position
10 th June 2023 - 30 th Dec 2024	P 111 NEOM Infrastructure - Running Tunnels	ASST.PROCUREMENT OFFICER



Yours sincerely,

P111 NEOM Infrastructure - Running Tunnels



Office 306, Tatweer Towers, 7008
King Fahad branch Road, 4925 Al
Muhammadiyah District, Riyadh
12361, KSA

هوية مقيم

رقم النسخة ١

المملكة العربية السعودية



وزارة الداخلية



حبيب علي محمد شريف

HABIB ALI MUHAMMAD SHARIF

رقم الهوية: ٢٥٤٨٩٦٩٤٨٠ تاريخ الانتهاء: ١٨/٠٢/٢٠٢٦

تاريخ الميلاد: ٠٥/٠٦/١٩٩٣ مكان الميلاد: باكستان

الجنسية: باكستان الديانة: الاسلام

المهنة: عامل انشاءات

هوية صاحب العمل: ٧٠١٧٤٣٠٦٩٠

مكان الاصدار: شركة العلم لامن المعلومات

مكان العمل: منطقة المدينة المنورة

اسم صاحب العمل: مؤسسة جوهرة ينبع للمقاولات العامة



يجب التحقق
من الرمز السريع
قبل اعتماد
التعامل مع الهوية