

# Emad Alfahaid

## PROCUREMENT SPECIALIST

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CIPP, CIPM Certified International Procurement Professional  
SAP

### Objective

I am a Procurement Specialist, I have a background in Vendor Negotiation, Supply Chain Management and Cost Saving Initiatives. Seeking to leverage proven expertise in Sourcing, Contract Management and Strategic Procurement to support my organization

### Experience

**Procurement Specialist. Keller. Nov 2023 – Present**

**Projects:** Aramco, Neom.

- Managed procurement processes, including Purchase Orders, Purchase Requisitions, and Quotation Evaluations, ensuring timely and cost-effective supply of materials.
- Prepared and reviewed contracts, ensuring compliance with company and project requirements.
- Conducted thorough vendor and bid evaluations to support project needs and maintain high-quality standards.
- Collaborated with cross-functional teams to align procurement activities with project goals and timelines.
- Developed and implemented procurement strategies to optimize cost savings and supplier performance.
- Negotiated contracts and terms with suppliers to achieve favorable agreements for the company.
- Monitored market trends to identify potential cost-saving opportunities and new supply sources.
- Ensured compliance with procurement policies, procedures, and regulatory requirements.
- Managed supplier relationships, resolving any issues related to quality, delivery, or pricing.
- Conducted regular performance reviews of suppliers and updated approved vendor lists accordingly.
- Created and maintained comprehensive procurement reports for project stakeholders and senior management.
- Identified risks in procurement processes and implemented mitigation strategies to avoid disruptions.
- Tracked and analyzed procurement metrics to continuously improve purchasing processes and performance.
- Provided training and mentorship to junior procurement staff to enhance team capabilities.
- Supported the finance team in budget preparation by providing accurate cost estimations for procurement activities.

### **Procurement Officer. Arab National Bank Nov 2022 – Oct 2023**

- Processed Purchase Orders and Purchase Requisitions, ensuring accuracy and adherence to budget constraints.
- Maintained organized records of purchase orders and procurement documentation for audit purposes.
- Distributed information within the office to streamline communication and support procurement operations.
- Assisted in the development and implementation of procurement policies and procedures.
- Coordinated with internal departments to understand procurement needs and provided timely solutions.
- Monitored inventory levels to avoid stockouts and ensure optimal stock levels.
- Supported vendor selection processes by collecting and analyzing quotations and proposals.
- Assisted in negotiating prices and terms with vendors to achieve cost savings.
- Ensured timely delivery of goods and services by tracking order status and liaising with suppliers.
- Prepared procurement reports and analysis to support management decision-making.
- Developed and maintained positive relationships with suppliers to ensure a reliable supply chain.
- Assisted in the implementation of new procurement software systems to enhance efficiency.
- Conducted periodic audits of procurement activities to ensure compliance with company policies.
- Provided support during supplier audits and helped address any non-compliance issues.

### **Education**

#### **University of The Incarnate Word, USA 2019**

Bachelor of Business Administration

#### **Skills:**

- Procurement
- Purchase Order Processing
- Purchase Requisition Handling
- Vendor Negotiation
- SAP ERP
- Oracle
- Team Leadership
- Supply Chain Management
- Project Management
- Communication
- Contract Management
- Supplier Performance Monitoring
- Cost-Saving Initiatives
- Risk Mitigation in Procurement
- Procurement Metrics Analysis