

# BASITH SHAIK

Procurement & Sales Professional Creating Value Through Smart Sourcing, Effective Negotiation & Customer-Centric Growth.

[enr.basithshaik@gmail.com](mailto:enr.basithshaik@gmail.com)

+966 59 091 2086

Riyadh, K.S.A

## PERSONAL DETAILS

**Nationality:** India

**Marital Status:** Married

**Visa Status:** Valid and Transferable

**Driving License:** Valid

**Availability:** 3-4 weeks

**SCE:** 1122605

## EDUCATION

BACHELOR'S DEGREE:

CIVIL ENGINEERING

**Jawaharlal Nehru Technology**

**University Hyderabad, India -**

05/2014

## PROFESSIONAL SUMMARY

**Resourceful Procurement Specialist/Engineer with 10+ years of experience** recognized for exceptional productivity and efficient task execution. Expertise in cost-reduction strategies, supplier relationship management, and contract negotiation ensures projects consistently meet quality standards while adhering to budgetary constraints. Proficient in time management, problem-solving, and navigating complex procurement or sales processes while fostering robust supplier networks. Skilled in Purchasing, Negotiation, and Closing Deals, driving successful outcomes and long-term partnerships. I am a dedicated professional with a proactive attitude, strong work ethic, and effective communication skills, eager to contribute to a dynamic team and support organizational objectives.

## WORK HISTORY

June 2025 - Current

Riyadh, K.S.A

**NHC- NATIONAL HOUSING COMPANY**

**SR. PROCUREMENT SPECIALIST**



- Led end-to-end procurement of engineered materials, equipment, and services, ensuring alignment with project specifications and technical requirements.
- Evaluated supplier proposals by conducting detailed technical-commercial analyses, leading to improved cost competitiveness and reduced risk.
- Negotiated contracts, long-term agreements, and pricing structures delivered measurable cost savings while maintaining quality and reliability.
- Supported value-engineering initiatives by recommending alternative materials, designs, or suppliers to reduce costs or improve performance.
- Identified and mitigated supplier risks, including capacity constraints, quality issues, and geopolitical impacts.
- Utilized ERP/MRP systems (SAP, Oracle, or similar) to manage procurement workflows, track KPIs, and improve supply chain visibility.
- Monitored supplier performance against contractual obligations.
- Generated reports detailing purchase orders, invoices, and payments.
- Established policies and procedures related to purchasing activities.
- Managed relationships with existing vendors to ensure timely delivery of goods and services.
- Implemented strategies to reduce procurement costs while maintaining quality standards.

## PROJECT DETAILS

1. Al- Fursan Housing Project - Riyadh  
Associated with NHC
2. Al- Khuzam Housing Project- Riyadh  
Associated with NHC
3. Al-Ghoroub Housing Project- Riyadh  
Associated with NHC
4. Dar Al Hijra Pilgrims City, Rua Al  
Madina- Associated with Kifah
5. Four Season Hotel - Jeddah  
Associated with Durar
6. Jeddah Yacht Club Hotel - Associated  
with Durar
7. King Faisal Air Academy - Majmaah  
Associated with Durar
8. King Salman Air Base - Dirab  
Associated with Durar
9. Lulu Shopping Mall - Malaz  
Associated with Durar
10. Many other projects include  
residential and commercial  
buildings.

## LANGUAGES

English

Fluent

Arabic

Conversational

Urdu/Hindi

Native

- Created, managed, and tracked purchasing contracts with vendors.
- Reviewed documents such as purchase orders, requisitions, bids, quotations.
- Adhered to all applicable laws relating to procurement operations.
- Collaborated with cross-functional teams to develop robust procurement strategies aligned with organizational goals.
- Resolved procurement-related non-conformances by coordinating with suppliers and internal quality teams to implement corrective actions.
- Coordinated logistics operations to ensure timely delivery of goods while maintaining appropriate inventory levels.
- Negotiated contracts with suppliers to obtain favourable terms and pricing.
- Led the selection process of new suppliers, resulting in increased competition and better value propositions.

Dec 2024 - Jun 2025

Madina, K.S.A

### AL KIFAH CONTRACTING COMPANY CIVIL PROCUREMENT ENGINEER



- Led end-to-end procurement of engineered materials, equipment, and services, ensuring alignment with project specifications and technical requirements.
- Evaluated supplier proposals by conducting detailed technical-commercial analyses, leading to improved cost competitiveness and reduced risk.
- Negotiated contracts, long-term agreements, and pricing structures delivered measurable cost savings while maintaining quality and reliability.
- Developed and executed strategic sourcing plans for critical components, resulting in improved supplier performance and reduced lead times.
- Collaborated with engineering, project management, quality, and manufacturing teams to clarify requirements and resolve technical issues affecting procurement.
- Reviewed engineering drawings, RFQs, and BOMs to accurately determine procurement scope, estimate costs, and optimize sourcing decisions.
- Managed supplier qualification, performance assessments, and audits to ensure compliance with QA/QC standards and industry regulations.
- Oversaw purchase order management, expediting, and logistics coordination to guarantee on-time delivery of long-lead and high-value items.
- Supported value-engineering initiatives by recommending alternative materials, designs, or suppliers to reduce costs or improve performance.
- Identified and mitigated supplier risks, including capacity constraints, quality issues, and geopolitical impacts.
- Utilized ERP/MRP systems (SAP, Oracle, or similar) to manage procurement workflows, track KPIs, and improve supply chain visibility.
- Resolved procurement-related non-conformances by coordinating with suppliers and internal quality teams to implement corrective actions.
- Prepared procurement budgets, forecasts, and reports to support project planning and management decision-making.
- Mentored junior procurement staff and contributed to continuous improvement of sourcing and procurement processes.

Aug 2019 – Dec 2024

Jeddah, K.S.A

**DURAR MASAGH TRADING AND CONTRACTING COMPANY**

**SR. PROCUREMENT ENGINEER**



- Established policies and procedures related to purchasing activities.
- Managed relationships with existing vendors to ensure timely delivery of goods and services.
- Developed and implemented strategies to reduce procurement costs while maintaining quality standards.
- Reviewed engineering drawings, RFQs, and BOMs to accurately determine procurement scope, estimate costs, and optimize sourcing decisions.
- Created, managed, and tracked purchasing contracts with vendors.
- Reviewed documents such as purchase orders, requisitions, bids, quotations.
- Adhered to all applicable laws relating to procurement operations.
- Collaborated with cross-functional teams to develop robust procurement strategies aligned with organizational goals.
- Coordinated logistics operations to ensure timely delivery of goods while maintaining appropriate inventory levels.
- Reduced lead times, negotiated contracts with key suppliers to secure favourable terms and conditions.
- Negotiated contracts with suppliers to obtain favourable terms and pricing.
- Led the selection process of new suppliers, resulting in increased competition and better value propositions.

May 2016 – Jun 2019

Al Khobar, K.S.A

**ABDUL MOHSEN AL-TAMIMI PART & CO**

**PROCUREMENT ENGINEER**



- Collaborated with engineering, project management, quality, and manufacturing teams to clarify requirements and resolve technical issues affecting procurement.
- Reviewed engineering drawings, RFQs, and BOMs to accurately determine procurement scope, estimate costs, and optimize sourcing decisions.
- Managed supplier qualification, performance assessments, and audits to ensure compliance with QA/QC standards and industry regulations.
- Oversaw purchase order management, expediting, and logistics coordination to guarantee on-time delivery of long-lead and high-value items.
- Supported value-engineering initiatives by recommending alternative materials, designs, or suppliers to reduce costs or improve performance.
- Identified and mitigated supplier risks, including capacity constraints, quality issues, and geopolitical impacts.
- Utilized ERP/MRP systems (SAP, Oracle, or similar) to manage procurement workflows, track KPIs, and improve supply chain visibility.
- Resolved procurement-related non-conformances by coordinating with suppliers and internal quality teams to implement corrective actions.
- Prepared procurement budgets, forecasts, and reports to support project planning and management decision-making.
- Reduced lead times, negotiated contracts with key suppliers to secure favourable terms and conditions

**SALINI SAUDI ARABIA COMPANY**  
**PROCUREMENT OFFICER**



- Building Relationship & confidence level of customer.
- Closely understand to company policies, procedure, and operational manuals.
- Spending time with customers to discussing new technologies & covering all the areas of Infrastructure.
- Opening new market by understanding the customer's mode of business.
- Supporting marketing by attending trade shows, conferences and other marketing events.
- Making technical presentations and demonstrating how a product will meet client needs.
- Providing pre-sales technical assistance and product education.
- Liaising with other members of the sales team and other technical experts.
- Helping in the design of custom-made products Searching for new clients who could benefit from our products in a designated region.
- Responding to new leads, product and solution enquiries.
- Build and maintain direct relation with key customers.
- Support the ongoing strategic development of the business.

---

**SKILLS**

- Effective Negotiations
- Effective Negotiations
- Deals Closing
- Team-oriented approach
- Technical Support
- Advanced Microsoft Office Skills
- Vendor Evaluations
- ERP
- Time-management
- Stress resilience
- Procurement efficiency enhancement
- Procurement expertise
- Decision making
- Vendor negotiation expertise