

UMME HAANI WASEEM

Procurement Engineer
Electrical Engineer

CONTACT

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EDUCATION

Air University E-9 Islamabad, August
2020
Bachelors in Electrical Engineering,
3.24 CGPA

SUMMARY

Results-driven Electrical Procurement Engineer with 4 to 5 years of experience in sourcing, negotiating, and managing complete electrical packages including all long lead items for diverse projects. Skilled in vendor management, cost optimization, and ensuring timely delivery of quality products.

CERTIFICATIONS

CIPP- CERTIFICATION IN INTERNATIONAL PROCUREMENT PROFESSIONAL
From IPSCMI, DELAWARE, USA

CIPM- CERTIFICATION IN INTERNATIONAL PROCUREMENT MANAGER
From IPSCMI, DELAWARE, USA

JUNIOR MARKETING SPECIALIST
From BRAINNEST, GERMANY

WORK EXPERIENCE

TAMIMI PRE ENGINEERED BUILDINGS, JUBAIL, KSA
Procurement Engineer
Dec, 2023-Present

Key Responsibilities:

- Technical evaluation of material requests (i.e., confirming that the information supplied in the request complies with project specifications).
- Gathering quotes for commercial backing and evaluating each one from a techno-commercial standpoint.
- Performing technical and commercial evaluation; creating a comparison sheet and doing rate analysis based on commercial and technical data in quotations.
- Strategically plan and manage procurement, inventory, import, logistics & warehouse operations.
- Direct, optimize and coordinate full order cycle.
- Liaise with vendors and internal departments.
- Keep track of quality, quantity, stock levels and delivery times.
- Managing, supervise, coach and train warehouse & procurement workforce.
- Maintaining professional relationship with vendors & suppliers.
- Meet cost, productivity, accuracy and timelines of projects.
- Effectively managing ERP for inventory control.

Projects:

- **Qiddiya Worker Village**, Construction of 20,000 Occupants Camp Facility
- **Neom Professional Village**, Construction of 5,000 Occupants Camp Facility (Luxury)
- **Neom Media Hub Community**, Construction of 150 Occupants Community (Luxury)
- **NESMA Contractors Camp at Neom Oxagon Project**, Construction of 20,000 Occupants Camp Facility
- **Neom Contractors Village at Al-Fanar Project**, Construction of 20,000 Occupants Camp Facility
- **Neom TROJENA Contractors Village**, Construction of 17,000 Occupants Camp Facility
- **El-Seif Contracting Company**, Construction of offices in Neom Region

AL SHAHEQ TRADING AND CONTRACTING COMPANY, JEDDAH KSA
Procurement Engineer
Oct,2021 - April,2023

- Contact regular and prospective customers to demonstrate products, explain product features, and solicit orders.
- Estimate or quote prices, credit or contract terms, warranties, and delivery dates
- Consult with clients after sales or contract signings to resolve problems and to provide ongoing support

- Prepare drawings, estimates, and bids that meet specific customer needs.
- Collaborated with management on policy development and Identify prospective customers by using business directories, following leads from existing clients, participating in organizations and clubs, and attending trade shows and conferences.
- Arrange and direct delivery and installation of products and equipment.
- Monitor market conditions, product innovations, and competitors' products, prices, and sales.