




# Faisal Adam AlSharif

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 Riyadh, Saudi Arabia

 [Faisal AlSharif](#)

## Career Objective

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A highly motivated and results-driven professional with over 10 years of experience in procurement, government coordination, public relations, and sales. Skilled in managing procurement processes, negotiating contracts, and ensuring regulatory compliance. Adept at handling cross-department coordination, building client relationships, and providing administrative support. Seeking to leverage expertise in procurement management and cross-functional collaboration to contribute effectively to organizational growth. Committed to achieving cost reduction targets, optimizing operations, and driving business success.

## Education

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### Diploma of Supply Chain in Business Administration

Ajman University, 2025

## Experience

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### Procurement Project Supervisor

#### AIED DAHIM ALHAMOUD & PARTNERS TRADING & CONTRAVTING Company | Mar 2025 - Present

- Daily meeting with project management.
- Receiving requests from project management and project engineers in the regions.
- Communicating with approved suppliers.
- Ensuring the quality of requested materials from suppliers.
- Obtaining necessary approvals from project management, engineering, and finance departments before finalizing the procurement request.
- Executing the order, following up with the supplier, and ensuring delivery to the project site.
- Receiving invoices, verifying payments, and closing the financial order with the supplier.
- Organizing and categorizing the order in departmental files and archiving it after completion across all sections.
- Tracking workflow progress with project managers.
- Participating with other departments in government tender approvals.

### Procurement Supervisor

#### Pan Gulf Marketing, Hoshanco Holding Company | Mar 2016 - Present

##### Administrative Responsibilities:

- Support the Procurement Department Manager in setting objectives and developing key performance indicators (KPIs) for the department.
- Assist the Procurement Department Manager in identifying the department's annual workforce requirements.

##### Operational Responsibilities:

- Review and validate price quotations and approvals for more than 10,000 price quotations annually.
- Process annual procurement transactions amounting to approximately 900,000 SAR.
- Ensure comprehensive coordination between all departments and divisions.
- Assist the Procurement Manager in establishing and updating standards and criteria for selecting suppliers and service providers.
- Negotiate and finalize annual contracts and ensure their periodic renewal.
- Achieve annual cost reduction targets for procurement across all departments.
- Prepare and update the registry of qualified suppliers and service providers.

## **Government Coordinator**

### **ISO Max Company | 2014 - 2016**

- Communicate with government agencies to process permits, licenses, and approvals for business operations.
- Ensure regulatory compliance by staying updated on laws, regulations, and policies affecting the company.
- Prepare and submit official documents such as visas, contracts, and registrations to relevant authorities.
- Represent the company in government offices by attending meetings and addressing regulatory concerns.
- Build and maintain relationships with key government officials to facilitate smooth business transactions.
- Manage government-related projects such as tenders and contracts, ensuring alignment with company objectives.

## **Public Relations Coordinator**

### **Dar Al-Anbariya Contracting Establishment | 2012 - 2013**

- Enter data from various sources, including paper documents, forms, or digital files, into company systems or databases.
- Update and maintain records to ensure all data is accurate and properly organized.
- Verify data accuracy by reviewing and cross-checking entered information with original sources.
- Organize and manage files and documents in both physical and digital formats to ensure easy access.
- Generate reports or summaries based on entered data for analysis or decision-making purposes.

## **Sales Representative**

### **Al-Hayat Water Company | 2010 - 2012**

- Identify and engage potential customers by researching the market, generating leads, and building strong client relationships.
- Present and promote products or services through sales pitches, demonstrations, and tailored offers to meet customer needs.
- Negotiate and close sales deals by discussing pricing, handling objections, and ensuring smooth order processing.
- Provide excellent customer support by addressing inquiries, resolving issues, and maintaining long-term client satisfaction.
- Conduct market research and reporting to analyze industry trends, monitor competitors, and provide valuable sales insights.
- Collaborate with internal teams such as marketing, logistics, and finance to ensure efficient sales operations and customer fulfillment.

## **Receptionist**

### **Saudi Standards, Metrology, and Quality Organization (SASO) | 2008 - 2010**

- Greet visitors in a professional and friendly manner, providing them with necessary information.
- Answer and direct phone calls to the appropriate departments or individuals.
- Schedule appointments and manage calendars for staff, coordinating meetings and events.
- Handle incoming mail and correspondence, ensuring it is distributed to the relevant individuals.
- Maintain the reception area to ensure it is clean, organized, and always welcoming.

## **Skills**

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- Procurement Management
- Contract Negotiation
- Data Management
- Regulatory Compliance
- Market Research
- Project Management
- Customer Relationship Management
- Sales Strategy Development
- Team Collaboration
- Administrative Support
- Report Generation
- Public Relations

## **Language**

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- Arabic: Native
- English: Limited working proficiency

