

MOHAMMAD IRFAN

Senior Procurement & Tender
Specialist | Business Development
Professional

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Strategic Senior Procurement & Tender Specialist with 9+ years' experience in mega projects across Saudi Arabia. Expert in vendor registration, prequalification, proposal management, and stakeholder communication, driving compliant submissions, competitive bids, and successful project awards through cross-functional collaboration.

Work Experience

Business Development Specialist/Senior procurement specialist

Aug 2025 - Present

Awj International Contracting Company | Jeddah

Managing procurement and tendering at Awj International, handling vendor registrations and prequalification submissions for National Water Company, Roshn Real Estate, and Ministry of Transport. Ensuring compliant, competitive bids and strategic positioning for ongoing mega projects across Saudi Arabia.

- Managed project submissions including technical and commercial proposals for mega infrastructure projects.
- Handled vendor registrations with top-tier clients (government entities, PIF projects, ministries, and authorities).
- Prepared and submitted prequalification documents for various categories and upcoming tenders.
- Reviewed technical requirements and drafted compliance documents aligned with project specifications.
- Collaborated with senior management, department heads, and stakeholders to finalize bid strategies.
- Prepared and negotiated commercial offers ensuring competitiveness and compliance with client requirements.
- Coordinated with finance teams to arrange bid bonds / performance guarantees as per tender conditions.

- Monitored and followed up on tender submissions including PTC/PTM announcements until award stage.
- Maintained strong client communication to ensure smooth registration, submission, and post-submission clarifications.
- Supported business growth by ensuring timely, accurate, and compliant tender documentation.
- conducted market research and competitor analysis to identify upcoming opportunities and position the company strategically for bids.
- Ensured compliance with ISO standards and client-specific QA/QC requirements while preparing technical and commercial submissions.

Procurement Specialist /Tender Specialist

Feb 2023 - Aug 2025

Al Dafe Trading and Contracting Company | Saudi Arabia

Led procurement and tendering for Al Dafe Contracting Company, completing vendor registrations with 70+ clients and managing technical and commercial submissions for Red Sea Global and Royal Commission projects, ensuring compliance, competitive bids, and successful prequalification across Saudi Arabia.

- Handled complete vendor registration processes for 70+ leading clients across Saudi Arabia, from document preparation to portal submission and follow-up until approval, ensuring alignment with each client's compliance requirements.
- Reviewed tender invitations (EOI, RFP, RFQ, ITT) and analysed technical evaluation criteria to coordinate effectively with engineering and project management teams for accurate bid alignment.
- Worked closely with internal stakeholders—including project engineers, estimators, and finance teams—to prepare, review, and finalize technical and commercial proposals for high-value infrastructure and industrial projects.
- Led communication with clients for post-tender activities, including attending Pre-Tender Meetings (PTM), responding to Post-Tender Clarifications (PTC), and preparing Best and Final Offer (BAFO) submissions for both technical and financial components.
- Monitored tender portals and client communication channels to track updates, addenda, and clarifications, ensuring timely internal actions and updates to the bid documents.
- Maintained a detailed log of ongoing and completed vendor registrations, tender submissions, and clarifications to support reporting and audit readiness.
- Coordinated with subcontractors and suppliers for quotations and technical compliance, ensuring accurate cost estimation and supply chain readiness aligned with the scope of work.

- Assisted in risk assessments and compliance reviews of tender documents to ensure internal alignment with legal, financial, and operational policies.
- Maintained strong professional relationships with procurement officers, consultants, and client representatives to ensure transparency, responsiveness, and trust throughout the procurement cycle.

Procurement Officer – SAP MM

Jun 2016 - Jan 2023

Baas International Group | Khobar-Dammam

Oversaw procurement and logistics for the Saudi Railways Organization Project, managing equipment supply, daily operations, and site coordination. Prepared progress reports, ensured implementation accuracy, and collaborated with engineers, consultants, and subcontractors to deliver seamless project execution and procurement efficiency.

- Managed logistics for equipment and project supplies.
- Oversaw daily operations, reports, and site implementation accuracy.
- Coordinated with site engineers, consultants, and subcontractors.
- Prepared daily progress reports and site planning schedules.

Procurement Specialist / Branch Manager

Feb 2013 - Nov 2015

Neorise Management Consultancy | Mandasaur, India

Directed procurement operations and branch management at Neorise Management Consultancy, overseeing purchasing, supplier negotiations, and compliance. Managed employee supervision, built supplier databases, enforced policies, and ensured cost-effective sourcing strategies that strengthened operational efficiency and supported organizational growth in India.

- Led procurement operations and employee supervision.
- Planned purchases of equipment and services.
- Enforced procurement policies and maintained supplier databases.
- Negotiated contracts and maintained supplier relationships.

Projects

MODERN MILL COMPANY -NEW EXPANSION PROJECT, AL-JAMOUM

Present

RED SEA DEVELOPMENT COMPANY-General Builder Work of Shura Island Hotel HC2 Present

RED SEA DEVELOPMENT COMPANY -General Builder Work of Shura Island Hotel HC1	Present
RED SEA DEVELOPMENT COMPANY -General Builder Work of Shura Island Hotel HC3	Present
RED SEA DEVELOPMENT COMPANY -R06-HW4C24 Shura Hotel West #4	Present
ROYAL COMMISSION FOR JUBAIL AND YANBU- CONSTRUCTION OF WAREHOUSES JCPDI 2031.	Present
RED SEA DEVELOPMENT COMPANY Construction of Shura West Hotel 2	Present
RED SEA DEVELOPMENT COMPANY Construction of Shura West Hotel 3	Present

Core Skills

Vendor Registration & Prequalification, Tender Management (EOI, RFP, RFQ, ITT), Technical & Commercial Proposal Preparation, Post-Tender Clarification Handling (PTC, PTM, BAFO), Cross-Functional Coordination (Engineering, Projects, Estimation), Client & Stakeholder Communication, Procurement Compliance & Documentation, Bid Evaluation & Submission Strategy, Supplier & Subcontractor Sourcing, Tender Portal Monitoring & Management, Contract Award Follow-up, Project Life-Cycle Support, Document Control & Audit Readiness, Time-Sensitive Tender Tracking, SAP Ariba, Oracle Aconex, Etimad platforms, SAP MM

Education

Mandsaur Institute of Technology (RGPV)

Jan 2009 - Dec 2013

Bachelor of Engineering Information Technology

Minors: Job Seeker HTML Webpage Design Developed a responsive HTML/CSS-based job seeker portal interface. Designed pages for job listings, application forms, and user profiles. Focused on UI/UX simplicity and ATS-friendly structure for recruiters. Demonstrated web development fundamentals with practical application.

Courses: Core Engineering Foundations: Mathematics, Physics, Engineering Mechanics, and Basic Electronics Programming & Software Fundamentals: C, C++, Java, Data Structures, Algorithms Systems & Architecture: Operating Systems, Computer Architecture, Digital Logic Design, Microprocessors Networks & Communications: Computer Networks, Network Communications, Internet Technologies Advanced IT Topics: Database Management Systems, Software Engineering, Web Technologies Supportive Disciplines: Discrete Ma

GPA: 59

Subash English School, Mandsaur, India

Jan 2008 - Dec 2009

Higher Secondary – Science Stream Science

Minors: Computer Science (if you studied it), or English (if you want to keep it general and safe).

Courses: Physics: Mechanics, Thermodynamics, Waves, Optics, Electricity & Magnetism, Modern Physics (Atoms, Nuclei, Semiconductors). Chemistry: Physical Chemistry (States of Matter, Chemical Equilibrium, Electrochemistry), Inorganic Chemistry (Periodic Table, Coordination Compounds), Organic Chemistry (Hydrocarbons, Alcohols, Aldehydes, Polymers). Mathematics: Algebra, Trigonometry, Calculus, Coordinate Geometry, Probability & Statistics, Vectors, Differential Equations. GPA: 62

Subash English School, Mandsaur, India

Jan 2007 - Dec 2008

High School – Science Stream Science

Minors: Computer Applications / IT (basic programming, MS Office, Internet) Environmental Studies Physical Education Art / Drawing

Courses: Science: Physics (Motion, Light, Electricity, Magnetism), Chemistry (Acids, Bases, Reactions, Carbon Compounds), Biology (Life Processes, Human Physiology, Heredity & Evolution). Mathematics: Algebra, Geometry, Trigonometry, Probability, Statistics, Mensuration, Coordinate Geometry. Languages: English, Hindi (Core subjects for communication and comprehension). Social Science: History, Geography, Civics, Economics (basic foundations of humanities). Computer Applications / IT (if opted): Basic

GPA: 74

Languages

English (Fluent), Arabic (Good), Urdu (Fluent), Hindi (Fluent)

Certificates**Project Management Fundamentals**

Dec 2023

Diriyah Bootcamp Upskilling – Public Investment Fund (PIF)

Mastering Procurement & Tendering Processes

Dec 2023

Diriyah Bootcamp Upskilling – Public Investment Fund (PIF)

Health & Safety Fundamentals

Dec 2023

Diriyah Bootcamp Upskilling – Public Investment Fund (PIF)