

MOHAMMED ZILLULLAH
ADV. DCA, MCSE, B.COM. (COMPUTERS)
SENIOR PROCUREMENT MANAGER



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| HAI AL WAZARAT, RIYADH, KSA. | 053-9677245 | mohammedzillullah.ksa@gmail.com |

PROFESSIONAL SUMMARY

Senior Procurement & Contracts Manager with over **20 Years of experience** in Construction, Infrastructure, Real Estate, Pharmaceuticals, Industrial Companies, and IT sectors. Expert in **Strategic Sourcing, Contract Management, Vendor Negotiations, Cost Optimization, and Supply Chain Operations** across **Local and International** markets (**Europe, Asia, Americas**). Successfully managed **OPEX & CAPEX budgets up to USD 400 Million**. Strong background in **FIDIC Contracts, ERP Systems: SAP, Microsoft Dynamics AX (Axapta)**, and regulatory compliance. Proven leader with ability to build efficient, cost-effective and compliant procurement functions.

CORE COMPETENCIES

- Strategic Sourcing & Procurement
- Contract Management (FIDIC, EPC, O&M, SLA)
- Vendor & Supplier Relationship Management
- Cost Optimization & Budget Control
- Supply Chain & Logistics Management
- Inventory Planning & Materials Management
- Risk & Compliance Management
- Team Leadership & Performance Management
- ERP Systems: SAP, Microsoft Dynamics AX (Axapta)
- MS Office Suite (Advanced Excel, Word, PowerPoint)

PROFESSIONAL EXPERIENCE:

SENIOR PROCUREMENT MANAGER

RIADAT AL MAEMURA INTERNATIONAL CO. LTD., RIYADH, KSA.

Oct 2024 – Present

- Lead end-to-end procurement for large construction and real estate projects.
- Developed strategic sourcing plans resulting in 15% annual cost savings and improved supplier performance.
- Negotiate contracts, pricing, delivery terms, and service agreements.
- Coordinate with project, engineering, and finance teams to meet project timelines.
- Oversee logistics, inventory control, and Just-In-Time procurement practices.
- Ensure compliance with company policies and industry regulations.
- Prepare procurement performance reports and present insights to senior management.
- Mentor and supervise procurement team members.

PROCUREMENT & CONTRACTS MANAGER

AL-RAJHI ENDOWMENTS COMPANY FOR INDUSTRY & TRADE – RIYADH, KSA.

Jun 2016 – Sep 2023

- Developed and implemented procurement strategies for construction and infrastructure projects.
- Managed vendor sourcing, contract negotiations, and supplier performance evaluation.
- Drafted, reviewed, and administered contracts in compliance with **FIDIC Standards**.
- Controlled procurement budgets and implemented cost-saving initiatives.



- Prepared contract documentation including change orders, claims, and extensions of time.
- Conducted contractual risk analysis and mitigation planning.
- Prepared management reports on procurement performance and market trends.
- Led and trained procurement team to ensure operational efficiency.

PROCUREMENT & LOGISTICS MANAGER

CAD MIDDLE EAST PHARMACEUTICAL INDUSTRIES LLC, RIYADH, KSA

Jul 2009 – Feb 2016

- Managed annual procurement budget of approximately **USD 200 Million**.
- Supervised team of Procurement Officers, Expeditors, and Clearance Officers.
- Ensured compliance with **SFDA and ISO Standards** for pharmaceutical procurement.
- Sourced raw materials, machinery, chemicals, and spare parts from international suppliers.
- Developed supplier KPIs and conducted supplier audits and performance reviews.
- Integrated procurement and inventory processes within **SAP ERP** systems.
- Participated in international exhibitions (CPHI Germany & India) for supplier development.

PROCUREMENT OFFICER

OGER SYSTEMS COMPANY LIMITED, RIYADH, KSA.

Dec 2003 – Mar 2008

- Negotiated supplier contracts and managed purchase orders for IT projects.
- Administered SLAs, AMCs, and service contracts ensuring legal and commercial compliance.
- Coordinated with finance on invoice processing and supplier payments.
- Maintained procurement reports and supplier databases using ERP systems.

PURCHASING OFFICER

WIPRO TECHNOLOGIES PVT. LTD. – HYDERABAD, INDIA.

Oct 2002 – Sep 2003

- Managed RFQs, supplier selection, and contract negotiations.
- Drafted and reviewed service contracts and vendor agreements.
- Maintained vendor lists and ensured timely local purchasing operations.

KEY ACHIEVEMENTS

- Managed global procurement operations with budgets up to **USD 400 Million**.
- Led international sourcing of raw materials, machinery, IT systems, and professional services.
- Standardized procurement policies and procedures across multi-sector organizations.
- Successfully handled EPC, O&M, SLA, and service contracts across industries.
- Improved supplier on-time delivery performance by 20% through KPI-based evaluation systems.

EDUCATION

BACHELOR OF COMMERCE (COMPUTERS) – Kakatiya University, India (2002)

CERTIFICATIONS

- Microsoft Certified Systems Engineer (MCSE)
- Advanced Diploma in Computer Applications
- Diploma in Electronics & Hardware Engineering

PERSONAL DETAILS

- Nationality: Indian
- Location: Riyadh, Saudi Arabia
- Iqama: Transferable
- Driving License: Valid KSA
- Languages: English, Hindi, Urdu, Telugu, Arabic

