

ASEM REHAN

Lead Procurement Engineer – Construction & Mega Projects

Riyadh, Saudi Arabia | +966 544 675 412 | asem.a.rehan@gmail.com

PROFESSIONAL SUMMARY

Lead Procurement Engineer with over 11 years of progressive experience in construction, hospitality, infrastructure, and mega projects across Saudi Arabia. Proven expertise in managing end-to-end procurement cycles, supplier prequalification, technical and commercial evaluations, contract coordination, and cost control. Extensive experience working with joint ventures, consultants, and clients on high-profile developments such as KAFD and Diriyah (Wadi Safar), ensuring compliance, timely delivery, and value-driven procurement outcomes.

CORE COMPETENCIES

- End-to-End Procurement Management
- Supplier Prequalification (PQQ) & Evaluation
- Mega & Hospitality Projects
- Contract & PO Administration
- Commercial & Technical Coordination
- Provisional Sum & Super Packages
- Cost Control & Value Engineering Support
- Vendor Negotiation & Relationship Management
- Cross-Functional & Stakeholder Coordination

PROFESSIONAL EXPERIENCE

Lead Procurement Engineer – BUJV (Bawani & UCC), ALBAWANI Holding | Jul 2018 – Jan 2026

- Led procurement activities for large-scale hospitality and mixed-use developments within Diriyah – Wadi Safar (Chedi, Faena, Six Senses, Amansamar).
- Managed high-value provisional sum and super packages, including bidder shortlisting and detailed technical and commercial evaluations.
- Prepared comprehensive scoring matrices and evaluation reports for Diriyah Gate Development Authority approval.
- Coordinated PQQ processes and ensured timely submission of compliant technical and commercial proposals.
- Worked closely with commercial teams post-award to finalize contracts, purchase orders, and supplier onboarding.
- Prepared self-perform procurement packages and responsibility matrices in coordination with project managers.
- Ensured full compliance with company procurement policies, project specifications, and contractual requirements.

Senior Procurement Officer – ALBAWANI Holding | KAFD Parcels

- Managed supplier follow-up across multiple KAFD parcels during execution and transition phases.
- Prepared variation orders (VO) and CSA documentation for client and consultant approval.
- Coordinated with engineering, planning, and commercial teams to prepare procurement packages for pricing.
- Prepared and reviewed supplier payment lists in coordination with finance departments.

Procurement Officer – ALBAWANI Holding | Garnada Extension, KSU, KAUST

- Prepared material take-offs (MTL) in coordination with engineering and site teams.
- Prepared and submitted procurement qualification documents (PQD).
- Followed up material requests (MR) and purchase orders (PO) to ensure timely delivery.
- Monitored supplier payments and coordinated handover to site teams.

EARLY CAREER EXPERIENCE

Electrical Site Engineer – Arab Society Company | 2016 – 2017

Hotel projects including Olaya Hotel and Centro (Rotana). Electrical systems: power, lighting, fire alarm, BMS, and low current systems. Site supervision and consultant handover.

Electrical Site Engineer – Wafaiyah Group | 2017 – 2018

Aramco project: Ithra – King Abdulaziz Center for World Culture. Responsibilities included redline drawings, lux calculations, testing & commissioning, QC coordination, and strict safety compliance.

EDUCATION

Bachelor of Electrical Engineering – Philadelphia University, Amman, Jordan
Graduation Project: 50kW On-Grid Solar PV System (Design & Implementation).

CERTIFICATIONS & COURSES

- Ethical Procurement & Supply – CIPS (2023)
- Street Lighting Systems – INARA Company
- Low Current Systems – Jordanian Consulting Engineering

LANGUAGES

Arabic: Native | English: Advanced