

Mohammed Aneesuddin

Procurement Officer/Project Coordinator

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Location: Mourabba, Riyadh

Iqama No - 2617129529

Iqama Transferable & Valid till Dec 2026



Career Summary

An organized and diligent Procurement specialist with more than 11 years of experience in managing vendors, devising cost reduction strategies, streamlining technical operations and devising innovative procurement strategies. Proven track record in ensuring timely delivery of raw materials for various engineering projects in the construction sector. "Cooperative Team Leader" with the ability to monitor and direct cross-functional teams. Possesses exceptional communication and interpersonal skills along with the ability to adapt to multicultural and global work environments.

Seeking senior assignments in the field of procurement or supply chain management.

Areas of Functional Expertise

• Team Building	• Project Management	• Leadership Quality
• Technology Upgrading	• Aconex, Oracle, Oddo	• Negotiation
• Cost Control	• Networking	• Procurement & Operations
• Vendor Development	• Supply Chain Management	• Purchase Management

Functional Experience

VENDOR MANAGEMENT

- Directly negotiated contracts and quotations with contract manufacturers and suppliers
- Efficiently resolved issues between vendors, engineering and production departments
- Systematically identified target suppliers, established expectations as well as designed action plans to deliver required improvements

QUALITY CONTROL

- Collaborated with the materials team to assess suppliers and ensure compliance with regulatory procedures
- Liaised with the compliance and standardization teams to devise work instructions and standardize operations in every department
- Utilized Six Sigma methods to review and reduce scrap in the plant.

TECHNICAL OPERATIONS

- Successfully identified and implemented cost control measures to streamline operations and enhance efficiency
- Skillfully analyzed bills of material and drawings to understand key requirements for different projects

Employment History

United Arab Business Contracting Company - (UABCO)

Riyadh, Kingdom of Saudi Arabia

Procurement Officer & Project Coordinator (KKIA Terminal 1 Project)

October 2025 - Present

Responsibilities:

- Conducting market research and evaluating potential vendors
- Coordinating with suppliers to ensure timely delivery of goods and services

- Reviewing purchasing patterns and identifying areas for cost savings
- Keeping up-to-date with market trends, industry developments, and regulatory requirements
- Assigning daily tasks to the team members (RFQ, Contracts Bidding) and reviewing their quotations for final approval before sending them to the customers.
- Tracking the team's progress regularly and reminding them for the complex and pending RFQ.
- Visiting the KKIA site regularly and inspecting progress.
- Helping the site for consultant inspection for materials.
- Assisting the storekeeper in purchase of urgent materials.
- Stationing at the site when urgent demand arises, due to shortage of materials, or lack of space in storing new materials, or any other issues affecting the site progress, looking for suitable solutions for resolving the issues,
- Handling the petty cash and controlling the site drivers for urgent purchases for the smooth flow of daily operations and activities.
- Attending the main contractor SAFARI meetings regarding concerns arising due to manpower shortage or raw materials and providing the solutions to overcome them.
- Attending the consultant EGIS/WSP meetings regarding concerns over rejection of materials or unsafe storage of materials and providing the solutions to overcome them.
- Collaborating with different stake holders viz subcontractors, main contractor and consultant whenever required.
- Creating the harmony and trust among the technicians and supply contractors.
- Creating payment request for the suppliers.
- Reviewing and modifying the material submittals/samples for the contractor/consultant approval.
- Arranging meetings among vendors, main contractors, consultant whenever required, along with factory inspection to verify the capability, efficiency and quality control of the manufacturer

Achievements:

- I received the appreciation for completing the complete procurement process of KKIA project with in the record time of 5 months.
- Preparing and ordering the materials for the complete project cycle was completed in a short span of time, therefore providing ample time for the other process like visiting factories personally to oversee the production progress, follow-up with critical suppliers on a daily basis to encourage faster movement of goods.
- Visiting the KKIA Site every alternative day, have a meet with site engineers, discuss the project progress, understand their needs and requirements, and report back to the management at Head Office and take measures to resolve them.

Simple Solutions Company

Dammam, Kingdom of Saudi Arabia

Sr. Procurement Specialist & Team Leader

September 2021 - August 2025

Responsibilities:

- Conducting market research and evaluating potential vendors
- Coordinating with suppliers to ensure timely delivery of goods and services
- Reviewing purchasing patterns and identifying areas for cost savings
- Keeping up-to-date with market trends, industry developments, and regulatory requirements
- Assigning daily tasks to the team members (RFQ, Contracts Bidding) and reviewing their quotations for final approval before sending them to the customers.
- Tracking the team's progress regularly and reminding them for the complex and pending RFQ

- Conducting weekly team meetings and addressing issues if any and coordinating with the team to resolve them as soon as possible.
- Preparing the monthly sales report and identifying the low sellers and training them in achieving the better sales performance.
- Closely coordinating with the management regarding the sales forecasts and strategies required to achieve them.
- Training and onboarding the new team members,
- Fortnightly client visits discussing critical deliveries and assuring them for timely deliveries.

Achievements:

- Regularly received best salesperson and team leader award for each team member supervised achieving the average sales performance of 2 million SAR annually.
- Received best supplier awards from customers SADARA, SABIC and MAADEN Aluminium Co., which were handled by my team members.
- Amassed a wealth of knowledge of various electrical materials, mechanical materials, plumbing materials and irrigation materials

Clients Handled

- SADARA
- SABIC
- Arabian Drilling Co.,
- Advanced Energy Systems – ADES
- Schlumberger
- Maaden Aluminum
- ARO Drilling
- Arcelor Mittal

Specon Saudi LLC in JV with Drake & Scull International

Riyadh, KSA

Senior Procurement Officer

Sept 2014 – August 2021

Responsibilities:

- Handling purchase of materials required from the submittals in the testing and commissioning stage for different projects
- Procuring materials from local as well as foreign markets
- Liaising with suppliers by sending queries, receiving quotations, preparing comparison sheets and finalizing deals
- Drafting purchase orders and general supply contracts as well as letter of credit applications for banks on a regular basis
- Coordinating with the senior management for obtaining approvals for procuring materials whose expenses are beyond the predefined budget
- Generating the procurement report indicating the status of materials including submittals, approvals, enquiries, orders placed and expected deliveries
- Preparing budgets for all projects on a monthly basis
- Coordinating with the site managers for procuring materials, delivering materials and finding out tools and machines requirements
- Managing the local Purchasers and Site Drivers for collection of materials
- Liaising with forwarders and clearance agents for ensuring customs clearance of imported goods
- Systematically drafting notice of variations and variation orders in collaboration with the QS team and Commercial Manager
- Helping the Project Manager in drafting internal memos and external letters to the sub-contractors, main contractor and the consultant by efficiently communication via Aconex application.

Achievements:

- Acquired hands-on experience of Edwards Oracle ERP System for preparing orders, approving orders and preparing budgets
- Skillfully collaborating with the Accounts Department for submitting invoices and paying suppliers on time
- Amassed a wealth of knowledge of various electrical materials, mechanical materials, plumbing materials and irrigation materials

Projects Handled

- King Fahad Medical City – KFMC Riyadh
- Jabal Omar Development Project – JODP Phase 3, Makkah
- Lamar Towers - Jeddah
- Assila Towers - Jeddah
- Information Technology Communications Complex - ITCC Riyadh
- King Abdullah University of Science & Technology - KAUST Riyadh
- King Abdullah Petroleum Studies and Research Center – KAPSARC Riyadh

Academics

Master of Business Administration (MBA) from Telangana University, Nizamabad; 2011

Bachelor of Commerce from Osmania University 2008

Secondary High School Certificate (SSC) from BBMS School, Nizamabad

IT Skills

Well versed in Edwards Oracle ERP System, Oddo ERP System and Aconex

Personal Dossier

DOB: 25-May-1988

Languages Known: English, Hindi, Urdu, Telugu

Educational & Experience Certificates and References will be available on request