

Hussein Saleh M. Saleh

Objective

Looking for professional career with a well-reputed company to utilize my skills and experience for their satisfaction and my mission to add value to your organization, I am confident if given a chance to join a progressive organization, I would definitely prove fruitful.

Education:

- Management Information Systems
- Saba University 2005

• Courses & Training:

- ✓ Procurement and Logistics Certificate
- ✓ Contracting negotiation and drafting
- ✓ Drafting legal contract
- ✓ Purchasing Management
- ✓ Engineering Contracts FIDIC
- ✓ FIDIC – Contract Management Diploma
- ✓ PMP – Professional Management Project Diploma
- ✓ Diploma Primavera Professional P6
- ✓ Diploma National Association of safety Professionals (NASP)
- ✓ MS Office.
- ✓ PC Hardware & Network.

Work Experience:

- **Contract Manager.** At Buna Al Jazera Contracting **October 2025 until now**
 - Manage the full contract lifecycle from drafting to close-out
 - Draft, review, negotiate, and approve contracts and agreements
 - Ensure contracts comply with company policies, laws, and regulations
 - Identify, assess, and mitigate contractual and commercial risks
 - Coordinate with internal departments, legal counsel, and external parties
 - Monitor contract performance, milestones, deliverables, and timelines
 - Manage contract variations, amendments, claims, and renewals
 - Maintain accurate contract documentation and records
 - Prepare contract reports and provide management with updates
 - Support dispute resolution and handle contractual issues professionally

- **Procurement & Contract Specialist.** At Al Mad Contracting **April 2025 to October 2025**
 - Execute purchasing materials and services according to company policies
 - Follow up on orders and ensure timely delivery
 - Prepare and review contracts with suppliers and contractors to ensure compliance with terms
 - Monitor contract execution and ensure adherence to legal and regulatory policies
 - Identify suitable suppliers and negotiate prices, payment terms, and delivery schedules
 - Periodically evaluate supplier and contractor performance
 - Prepare periodic reports on procurement and contract status
 - Maintain accurate records of all contracts, orders, and approvals
 - Ensure compliance with internal and external laws and regulations
 - Identify and mitigate risks related to suppliers and contracts.
 - Manage the procurement cycle from reviewing Purchase Requests to issuing Purchase Orders in Odoo, ensuring technical accuracy and compliance with company procedures.
 - Evaluate suppliers, negotiate terms, and complete approval workflows while maintaining accurate and transparent procurement documentation

- ✚ **Procurements & Contract Responsible** at Atrafah contracting Co. **2012 to March 2025**
 - Contribute towards effective delivery of the Procurement Strategy.
 - Administer contracts, purchase orders, agreements and sub contracts while maintaining accurate and complete procurement files.
 - Prepare and review client's contracts.
 - Pre-Qualification Criteria Development.
 - Proceed Local Content Criteria & Certificate in Tenders
 - Documentation Review
 - Qualification Assessment
 - Communication with Bidders
 - Maintain accurate and up-to-date records of pre-qualified bidders.
 - Coordinate with procurement, project management, legal, and other internal departments to ensure alignment and consistency in pre-qualification processes and decisions.
 - Reporting and Analysis
 - Quality Assurance
 - Analyzing the tender bid document to understand the needs of the customer.
 - Organizing submission stages.
 - Create & adopt Local Content.
 - Analyzing the tender bid document to understand the needs of the customer.
 - Follow up customer Portals and register as per management request & requirements.
 - Planning bid preparation to ensure that all bidding prerequisites and special condition with deadlines are met by preparing checklist document for submission.
 - Review RFP/Q/I requirements before Submission and share the Key Bid points to Team like Vendors certificates, Comply Sheets, BOQ's,
 - Experience in dealing with engineering offices and contractors.
 - Receive and review purchase requisitions, ensuring all necessary info is present and accurate.

- Create and issue purchase orders to vendors within established timelines.
- Negotiate pricing and terms with vendors to secure the best value for the company.
- Obtain required approvals and ensure adherence to company purchasing policies.
- Maintain accurate and complete purchase order documentation.
- Build and maintain positive relationships with key vendors.
- Negotiate and manage vendor contracts to ensure favorable terms and conditions.
- Resolve vendor issues and inquiries promptly and effectively.
- Research and recommend new vendors and products.
- Participate in continuous improvement initiatives to streamline purchasing processes.
- Track order status with vendors and proactively address any delays or discrepancies.
- Follow up on deliveries and ensure receipt of ordered items.
- Verify deliveries match purchase orders and specifications.
- Process invoices for payment according to agreed-upon terms.
- Maintain accurate records of all purchase orders and invoices.
- Represent the company at industry events and conferences

✚ **Administrative Assistant** at Al Sawani Group.

2007 to 2012

- Provide administrative support to the office manager, project manager, general contractor, and other construction management staff
- Act as a point of contact for vendors, subcontractors, and various construction services teams and solicit quotes from them for new jobs
- Prepare forms such as change orders, purchase orders, service agreements, and subcontracts

• **Language:**

- ✓ Arabic: Native language "Mother Language"
- ✓ English: Advanced in English

• **Highlights of Qualifications & Skills:**

- ✓ Preparation of project budget.
- ✓ The ability to coordinate and prioritize work.
- ✓ Preparation of periodic reports.
- ✓ Documentation, archiving and retrieval of all files an electronic archive.
- ✓ The ability to develop the mechanism of action and the smooth flow of data flow.
- ✓ Management of group of workers and Able to work under pressure.
- ✓ Conducting & involve with different departments.
- ✓ Preparing accomplished execution invoice.
- ✓ Follow-up contractors and clarify statements.
- ✓ Preparing contracts for (customers and contractors).
- ✓ Developing and implementing procedures, control systems used for maintaining work.
- ✓ Striving for continual improvement to ensure optimum work.
- ✓ Motivate the team to achieve set targets.
- ✓ Browse and search in Internet.

- **Information:**

- ✓ Nationality: Yemeni
- ✓ Place & Date of Birth: Jeddah 27th April 1982
- ✓ Marital status: Married
- ✓ Current city: Jeddah
- ✓ Iqama: Transferable
- ✓ Email: husseinalsaleh77@gmail.com
- ✓ Mobile: 0566710071

- **Reference:**

- ✓ Upon request