

Ahmed Mubarak Ahmed Al-Amin

Procurement Officer

Phone: +966 56 805 3312 Email: ahmedmuparkahmed@gmail.com

Professional Summary

Results-driven Procurement and Supply Chain professional with proven experience in purchasing, vendor negotiation, cost control, and project coordination across construction and industrial sectors. Skilled in supporting efficient project execution while ensuring quality, compliance, and cost effectiveness.

Core Skills

- Procurement&Purchasing Management
- Supply Chain&Vendor Management
- Supplier Negotiation&Contracting
- Cost Control&Budget Monitoring
- Project Coordination&Site Supervision
- Sales Strategy&Client Relationship Management
- Team Leadership&Field Supervision
- Reporting&Documentation
- MS Office&Computer Applications

Professional Experience

Procurement Representative

Saudi Pan Kingdom for Trading&Industrial Co. (SAPAC) – Riyadh, Saudi Arabia July 2024 – Present

- Manage purchasing and supply processes for equipment and materials.
- Coordinate with suppliers to ensure timely delivery and compliance with specifications.
- Negotiate pricing, payment terms, and delivery schedules to achieve cost efficiency.
- Maintain procurement records and support inventory planning.

Procurement Manager

Raed Saleh Al-Saiaari Contracting Establishment, Saudi Arabia June 2023 – July 2024

- Supervised end-to-end procurement operations for construction projects.
- Prepared budget reports and monitored project costs to ensure financial control.
- Evaluated suppliers and managed vendor relationships to ensure quality and reliability.
- Coordinated with project and site teams to align procurement with project timelines.

Construction Site Supervisor

Marina General Contracting – Sudan, July 2022 – April 2023

- Supervised construction activities and ensured adherence to quality standards.
- Coordinated work between site teams, contractors, and suppliers.
- Monitored project progress and reported on execution status.

Sales Manager

Shamila Medical Equipment Company – Sudan, July 2018 – July 2022

- Developed and implemented sales strategies to increase market share.
- Built and maintained long-term relationships with clients and key accounts.
- Managed sales operations, negotiations, and customer follow-up.
- Achieved consistent growth through effective market analysis and client engagement.

Education

Bachelor's Degree in Business Administration

Sudan Academy for Financial and Banking Sciences, 2018 – 2020. •

Diploma in General Electricity

College of Technology, 2012 – 2015 •

Diploma in Automotive Electricity

Al-Armani Institute, 2013 – 2016 •

Languages

Arabic: Native

English: Advanced