

**SYED MUNIR AHMED**

**Procurement Specialist**

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## PROFESSIONAL SUMMARY

Dedicated **Procurement Specialist** with extensive experience in managing procurement for large-scale infrastructure, water, and defense projects & *SWA - Arada Water Transmission System – Phase 2 Project*, *SWA - Raz Al Khair – Riyadh (H&I) Water Transmission System Line B.1 (RRWTS)* Proven track record in **purchase order management, vendor negotiation, BOQ preparation**, and procurement of project materials, fixed assets, IT equipment, and service contracts, spare parts, consumables. Committed to driving operational excellence through cost optimization and efficient supply chain management.

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## CORE COMPETENCIES

- **Strategic Sourcing:** Vendor Selection, RFP/RFQ Processes, Contract Negotiation.
- **Operations:** Inventory Management, Warehouse Control, Logistics & Supply Chain.
- **Technical:** ERP Systems (Oracle NetSuite), Financial Reporting, Cost Analysis.
- **Project Support:** BOQ Preparation, Asset Tracking (Barcode Systems), Cross-functional Collaboration.

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## PROFESSIONAL EXPERIENCE

**Procurement Specialist** | Esnad Contracting Company, Riyadh, KSA 06/2024 – Present

- **Project Procurement Management:** Managed full-spectrum procurement for major projects including *Royal Saudi Air Defense Forces*, *Breiman Jeddah Infrastructure Project*, *SWA - Arada Water Transmission System – Phase 2 Project*, *SWA - Raz Al Khair – Riyadh (H&I) Water Transmission System Line B.1 (RRWTS)*
- **Purchase Order (PO) Management:** Prepared and issued POs for project materials, consumables, spare parts, fixed assets, IT equipment, service contracts, and rental agreements, ensuring timely delivery and compliance with project requirements.
- **Technical Coordination:** Developed detailed **Bill of Quantities (BOQs)** by coordinating with site teams and engineers to ensure technical and budget compliance.
- **Cost Optimization:** Conducted market analysis and negotiated with vendors to implement cost-saving strategies while maintaining quality.

- **Procurement Systems & Documentation:** Created and maintained item codes and procurement records for accurate tracking, reporting, and audit compliance.
- **Cross-Functional Coordination:** Collaborated with project teams, warehouse, and finance departments to verify deliveries, reconcile invoices, and resolve procurement challenges in the absence of system-generated GRNs.
- **Process Improvement & Innovation:** Supported the implementation of a barcode-based fixed asset tracking system to enhance asset management and inventory control.

### Senior Procurement & Warehouse Executive | Hashmanis Group

12/2021 – 02/2024

- Led end-to-end **procurement and supply chain operations**, including sourcing, purchasing, inventory control, and warehouse management to support business continuity.
- Developed and implemented **strategic sourcing plans**, achieving significant cost optimization through vendor negotiations, bulk purchasing, and market analysis.
- Managed and evaluated supplier performance, conducted **vendor audits**, and ensured compliance with quality standards, delivery timelines, and contractual terms.
- Oversaw **warehouse operations**, including inventory planning, stock control, storage optimization, and distribution, reducing stockouts and improving material availability.
- Maintained accurate **inventory records and reporting systems**, ensuring real-time stock visibility and supporting data-driven decision-making.
- Coordinated closely with procurement, finance, and operations teams to align supply chain activities with business requirements and budgets.
- Prepared and analyzed **procurement reports**, including cost analysis, consumption trends, and supplier performance metrics.
- Implemented process improvements to enhance **operational efficiency, inventory turnover, and cost control**.
- Mentored and trained team members, improving team productivity, compliance, and overall departmental performance.

### Purchase and Warehouse Officer | Diamond Metals Steel Industry Pvt Ltd 08/2017 – 11/2021

- Managed procurement activities including supplier sourcing, RFQs, and purchase order processing.
- Monitored inventory levels and ensured timely replenishment to avoid production delays.
- Conducted market research to identify reliable suppliers and negotiate competitive pricing.
- Maintained accurate inventory and warehouse records to support audit and reporting requirements.

- Ensured compliance with warehouse safety standards and proper material handling procedures.
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## EDUCATION

**Bachelor of Commerce (Honors) – Accounting & Finance** *University of Karachi, Pakistan (2017 – 2020)*

- **Key Focus:** Business Management, Economics, and Financial Accounting.
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## CERTIFICATIONS & TECHNICAL SKILLS

### Certifications:

- Diploma in Supply Chain Management – Nov 2024
- Effective Practices for Sourcing, Purchasing, and Procurement
- Supply Chain and Procurement Excellence Certificate
- Certificate in Information Technology (CIT)
- English Language Certificate – Berlitz International

### Technical Skills / Software:

- Oracle NetSuite (ERP)
  - Microsoft Office Suite (Excel, Word, PowerPoint, Outlook)
  - AutoCAD
  - Adobe Photoshop
  - 3D Max / Maya
  - CorelDraw
  - SketchUp
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## PERSONAL INFORMATION

- **Nationality:** Pakistani
- **Iqama Status:** Transferable (No: 2569462712)
- **Driving License:** KSA Valid (Until 2029)
- **Languages:** English (Proficient), Urdu (Native), Arabic (Basic)

**DECLARATION** I hereby declare that the information provided in this CV is true and accurate to the best of my knowledge.

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