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Personal Summary:

A systematic and detail-oriented Procurement Professional with over 10 years of experience in strategic sourcing, procurement planning, vendor management, and techno-commercial negotiations within the MEP and construction sectors. Demonstrated success in optimizing supply chains, managing complex procurement packages, and achieving measurable cost savings through effective planning, negotiation, and process control. Strong background in team leadership, cross-functional coordination, and problem-solving, ensuring timely delivery of materials and services aligned with project and company objectives.

Education

Bachelor's Degree Electrical Engineering-Australia
Advanced Diploma-Australia

Aug 2011 - Aug 2015
Jan 2010 - April 2011

Experience

GREENER BY IHCC

Senior Procurement Engineer

Jan 2025 – Present

- Develop procurement schedules based on project timelines, BOQ, and approved material submittals.
- Identify long-lead and critical materials to prevent project delays.
- Coordinate with project, engineering, and planning teams to align procurement plans with site requirements.
- Source, prequalify, and evaluate suppliers, subcontractors, and manufacturers.
- Maintain and update the approved vendor list and monitor supplier performance.
- Develop strategic relationships with key suppliers for cost efficiency and reliability.
- Prepare and issue RFQs, RFPs, and tenders as per technical specifications and project scope.
- Evaluate supplier offers for both technical and commercial compliance.
- Prepare bid comparison sheets and recommend technically accepted and commercially viable options.
- Conduct techno-commercial negotiations with vendors and subcontractors to achieve optimal pricing and terms.
- Prepare and finalize purchase orders and subcontract agreements.
- Ensure all procurement contracts adhere to company policies and legal standards.
- Track order progress and ensure timely material deliveries as per site requirements.
- Monitor procurement budgets and identify potential savings opportunities.
- Support value engineering initiatives to optimize material and service costs.

- Provide regular updates and reports on procurement status to management and project teams.

Electrical & Mechanical Services and Construction Company

Assistant Procurement Manager

Feb 2019 – Dec 2024

- Assist in developing and implementing procurement strategies aligned with project schedules and budgets.
- Support the preparation of procurement plans and schedules for materials and subcontract packages.
- Identify critical and long-lead items and ensure early engagement with suppliers.
- Source qualified suppliers and subcontractors through market research and prequalification processes.
- Maintain an updated supplier database and monitor supplier performance.
- Support in establishing strategic partnerships and framework agreements with key vendors.
- Prepare and issue RFQs, RFPs, and tender packages as per project requirements.
- Lead the collection, analysis, and evaluation of supplier bids (technical and commercial).
- Coordinate with engineering and end users for technical clarifications and compliance checks.
- Prepare bid comparison reports and recommend the most suitable suppliers.
- Negotiate prices, terms, and delivery schedules to achieve cost savings and favorable conditions.
- Assist in drafting and reviewing purchase orders and subcontract agreements.
- Ensure all procurement contracts comply with company policies and legal standards.
- Oversee the preparation and issuance of POs.
- Ensure accuracy in pricing, quantity, and delivery and payment terms.
- Track and expedite orders to ensure on-time delivery of materials and services.
- Liaise with internal departments (Engineering, Projects, Finance, QA/QC, and Logistics) for smooth procurement workflow.
- Provide regular procurement progress reports to the Procurement Manager and project teams.
- Resolve supplier or delivery issues in coordination with stakeholders.
- Monitor procurement costs and ensure adherence to budgets.
- Contribute to cost-saving initiatives and value engineering efforts.
- Prepare procurement status and cost reports for management review.
- Ensure adherence to company procurement policies, ethical standards, and ISO/QMS procedures.
- Maintain proper documentation for all procurement activities, including quotations, approvals, and contracts.
- Support and guide junior procurement engineers and officers.
- Promote teamwork, accountability, and continuous improvement within the procurement department.

- Assist in preparing material procurement schedules based on project timelines and BOQ (Bill of Quantities).
- Coordinate with the engineering and site teams to identify material requirements in advance.
- Ensure timely sourcing of materials and services to meet project deadlines.
- Identify and prequalify potential suppliers, subcontractors, and manufacturers.
- Request and collect quotations, conduct initial technical and commercial comparisons.
- Support in vendor evaluation based on price, quality, lead time, and reliability.
- Prepare and issue RFQs/RFPs according to project specifications.
- Follow up with suppliers for quotations and clarifications.
- Maintain an organized record of RFQs, bids, and correspondence.
- Assist in reviewing supplier offers for technical compliance with project specifications.
- Work with senior engineers and procurement managers to prepare bid comparison sheets.
- Recommend technically compliant and cost-effective options.
- Prepare purchase orders and coordinate with suppliers for order confirmation.
- Ensure PO terms align with company policies, delivery timelines, and payment conditions.
- Track PO status and report any delivery delays or issues.
- Maintain accurate records of procurement transactions, approvals, and supplier data.
- Ensure procurement activities comply with company policies and ISO/QMS standards.
- Assist in preparing reports on procurement status, cost tracking, and supplier performance.
- Coordinate with suppliers, logistics, and site stores to ensure timely delivery.
- Liaise with internal departments (engineering, finance, planning, and QA/QC) to align procurement activities.
- Support the procurement manager in meetings and negotiations with suppliers.
- Provide regular updates on material status to project management.
- Stay updated on new materials, technologies, and suppliers in the market.
- Assist in identifying cost-saving opportunities and process improvements.

Certificates & Skills

- Microsoft, ERP software including Oracle,
- Certified International Procurement Professional/Manager from IPSCM,
- Supply Chain Fundamentals: Risk and Resilience,
- Strategic Sourcing of Suppliers,
- Project Procurement Management,
- Purchasing Foundations,
- Business Analysis for Busy Professionals,