

Mohammed Hassan Jabril

Procurement Specialist



CONTACTS



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Al Nassim Al Garbi , Riyadh - KSA,
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ABOUT ME

To use my analytical skills, ability to communicate ideas, commitment to perform quality work, and relevant experience to improve efficiency and enhance supplier relations.

EDUCATION



BUSINESS ADMINISTRATION DIPLOMA

Khartoum Technical Administration College | Khartoum – Sudan

2009

HIGH SCHOOL DIPLOMA

Secondary Riyadh | Riyadh - KSA 2004

WORK EXPERIENCE



2025 up to
PRESENT

SANADC COMPANY

STAY SECURED

- 1) Processed Purchase Order Local & Abroad.
- 2) To Assist Procurement Manager in implementing company systems, Purchasing policies and procedures,
- 3) Maintaining good relationships to our sub-contractors, client & suppliers.
- 4) Updates providers list regularly in order to reach best quality and price.
- 5) Supervises purchasing team.

NOV 2024
MAR 2025

STORE MANAGEMENT INTERN

ENAL TRADING

Duties/Responsibilities:
satisfaction through excellence in receiving, identifying, dispatching and assuring quality of goods.

Measure and report the effectiveness of warehousing activities and performance.

Organize and maintain inventory and storage area.
Ensure shipments' and inventory transactions' accuracy.

Communicate job expectations and coach employees.
Determine staffing levels and assign workload.

Interface with customers to answer questions or solve problems.
Maintain items record, document necessary information and utilize reports to project warehouse status.

Identify areas of improvement and establish innovative or adjust existing work procedures and practices.

Confer and coordinate activities with other departments of the Company.

SKILLS



Strong knowledge on Microsoft Dynamics AX 2009.

Strong organizational skills and the ability to perform independently tasks falling within the day-to-day routine, exercising sound judgment (with instructions, determining work sequence and priorities).

Strong personal computer experience familiar with Microsoft Word & Microsoft Excel .

Driving skills

Communication skills - can speak fluent English.

Have experience with data entry of purchase orders and other purchasing and inventory information, and be able to process purchase orders and various reports through on-line PCs and printers.

Able to utilize a calculator to perform calculations such as addition, subtraction, multiplication and percentages.

Expert,

PERSONAL DETAILS



Date of birth
Mar 13,1985

Nationality
Sudanese

Visa status
Saudi IqamaTransfer

Marital status
Married

LANGUAGES



Arabic

English

JUN 2024

OCT 2024

SITE SUPERVISOR

Khafara for Operations and maintenance

Duties/Responsibilities:
At site project supervisor I'm responsible for overseeing the day-to-day operations of a construction or development site. Their duties often include:

Project Planning and Coordination: Ensuring that the project timeline, budget, and resources are properly managed. This involves coordinating with other stakeholders like architects, engineers, and contractors.

Health and Safety: Maintaining safety standards on-site, ensuring all work complies with legal health and safety regulations, and conducting safety audits and risk assessments.

Staff Management: Supervising workers, subcontractors, and other personnel. The Site Manager ensures that work is being done to specification and within schedule.

Quality Control: Ensuring the quality of materials, workmanship, and overall site operations meet company and legal standards.

Resource Management: Managing the materials, tools, and equipment necessary for the project, ensuring that supplies are ordered and delivered on time.

Reporting and Documentation: Keeping records of the project's progress, expenses, and other relevant information. They may be responsible for reporting progress to clients, project managers, or senior management.

Problem-Solving: Addressing any issues or conflicts that arise on-site, whether it's related to manpower, materials, or unforeseen obstacles.

Compliance: Ensuring that the project adheres to local laws, building codes, and environmental regulations.

SEP 2021

MAY 2022

EXECUTIVE SECRETARY

Abdallah Fahad Al-Maturi. Co.

Duties/Responsibilities:
Provides high-level administrative support and assistance to the Executive Director and/or other assigned leadership staff.

Performs clerical and administrative tasks including drafting letters, memos, invoices, reports, and other documents for senior staff.

Arranges travel and accommodations for executives. Schedules and attends meetings on behalf of executives,

DRIVING
LICENSE
Saudi Driver license

JUL 2019
JUL 2020

SENIOR SUPPLY CHAIN OFFICER

SNC Information and Communications
Technology | Riyadh

- 1) In-charge for all Prices & Quotation for Royal Saudi Airforce (RSAF), (SANG) Saudi National Guard and BAE Systems, SELEX Project.
 - 2) Receive purchase requisitions (PR) from various departments and process.
 - 3) Initiate issuing of purchase orders (PO) as per established procedures of the company.
 - 4) Generate different reports, References using the Microsoft Dynamics, and procurement monitoring sheets.
 - 5) Process, PO's after Manager's approval.
 - 6) Provide good reasonable quote to all SNC employee for companies and projects requirement.
 - 7) To Assist Procurement Manager in implementing company systems, Purchasing policies and procedures,
 - 8) Update procurement system of supplier selections and evaluation and keep database of quality approved suppliers up- to-date, Ensure that Procurement negotiated prices are the best and continuously improve procurement services performance measures and ensure that procurement staff do the same High Level evaluation of RFQ's.
 - 9) Develop and maintain a good relationship with suppliers.
 - 10) Report issues regarding shortage, damage with supplier, freight forwarder and customs broker to Procurement Manager.
- DUTIES & RESPONSIBILITIES:**
- 1) Reviews requisitions received for accuracy of description and specifications of products and services.
 - 2) Performs a local market research to source qualified suppliers to be involved with the RFQ solicitation as directed by (Procurement Manager) and VP Operations.
 - 3) Prepares and issues Request for Quotation (RFQ) ensuring that the necessary scope of work outlining what is required and all our client requirements.
 - 4) Prepares Purchase Request (PR) with the technical specification provided by requestor.
 - 5) Prepares Delivery Note, Inspection Delivery for Site.
 - 6) Conduct price analysis, evaluation stage must include prices negotiation based on the market trend and previous awards in order to achieve an adequate price competition.

DEC 2011
MAR 2019

SUPPLY CHAIN OFFICER

System Network Company | Riyadh- KSA

- 1) Processed Purchase Order Local & Abroad.
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- 4) Updates providers list regularly in order to reach best quality and price.
- 5) Supervises purchasing team.

DUTIES & RESPONSIBILITIES:

- * Responsible for all clerical/administrative tasks for Procurement Department.
- * Liaise with suppliers on commercial aspects prior to, during, and subsequent to the procurement process.
- * Coordinate the formal procurement process including the establishment of procurement file folders, schedules, and all the preparation and distribution of formal procurement documentation.
- * Review biddings and proposals and assemble proposal summaries and other clerical duties related to the formal procurement process.
- * Manage relationships with allocated suppliers in a productive manner in order to exceed customer satisfaction
- * Maintain and update material data such as the vendors List, supplier file, and inventory control system.
- * Maintain an effective and productive relationship with the Customer counterparts whilst securing new contracts against proposals offered.
- * Create and maintain co-operative working relationships with sub-contractors and suppliers.
- * Support the transition of committed work packages from New Business Team to Projects teams, through the execution of the procurement / subcontract letting process.
- * Processing order for inventory and non-inventory items, including faxing and filing purchase orders.
- * Responsible for compiling various routine reports/documents according to standard operating procedures.
- * projects are reported, managed, mitigated, with risk