

# Ihab Jabr

## Procurement Manager

### Contact Details

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Al Khobar, Saudi Arabia

### Education

**Diploma in Information Technology**  
Intermediate University College | 2004

### Areas of Expertise

- Procurement Lifecycle (P2P)
- Supply Chain Management
- Contract Negotiation & Management
- Import/Export Operations
- Strategic Sourcing | Cost Reduction
- Supplier Relationship Management
- Budgeting & Forecasting
- Data Analysis & Reporting
- Risk Management
- Resources Allocation | Vendors Relation
- Tendering & Bidding Process Management
- Local & International Procurement Regulations
- Material & Procurement services (CAPEX, OPEX)
- Inventory Management & Demand Forecasting
- Logistics Coordination & Freight Management
- Stakeholder Engagement
- Quality Assurance | Vendor Performance Evaluation
- Health, Safety & Environmental (HSE) Standards in Procurement
- ERP Systems (Oracle, SAP, Odoo)

### Profile Summary

Experienced Procurement Manager offering 21 years of progressive expertise across multiple industries, bringing a broad and adaptable skill set developed through diverse roles in procurement and supply chain management.

Demonstrated ability to lead strategic sourcing, supplier negotiations, and contract management while optimizing costs and ensuring compliance with industry standards. Skilled at managing end-to-end procurement cycles, driving process improvements, and fostering strong vendor partnerships.

Known for flexibility and quick learning, with a proven record of successfully transitioning across different sectors and functions to deliver business value. Adept at leading teams, managing stakeholder expectations, and supporting large-scale projects with efficiency and precision.

### Work Experience

- Procurement Manager**  
SGS Inspection Services Saudi Arabia Ltd | Jubail, Saudi Arabia

Apr, 2024 – Present

  - Managing end-to-end sourcing activities, supplier selection, and contract negotiations while ensuring full compliance with procurement policies and industry regulations.
  - Delivering cost savings and enhancing financial value through strategic and efficient procurement practices.
  - Building and maintaining strong relationships with internal stakeholders and key external suppliers to support business objectives.
  - Supporting vendor onboarding by conducting risk assessments, ensuring regulatory compliance, and setting up suppliers in internal systems.
  - Analyzing procurement data and monitoring supplier performance to drive informed, data-backed decisions.
  - Coordinating the full contract lifecycle and overseeing accurate and timely purchase order processing.
  - Analyzing cost of goods sold (COGS) to support accurate financial reporting and effective project budgeting.
- Supply Chain and Logistics Manager**  
Raidat Al Sharq for Portable House Manufacturing LLC | Dammam, Saudi Arabia

Jun, 2022 – Mar, 2024

  - Developed procurement strategies aligned with commodity price trends (e.g., steel, copper), reducing material costs.
  - Managed international logistics and customs clearance, shortening lead times for imported materials and minimizing project delays.
  - Optimized stock levels using ERP-based inventory tracking, cutting inventory holding costs without affecting material availability.
  - Created data-driven procurement plans based on sales forecasts, improving order fulfillment rates and reducing backorders.
  - Maintained and monitored supplier KPIs, ensuring 100% contract compliance and improving supplier performance.
  - Generated in-depth COGS analysis, enabling executive leadership to make cost-saving decisions that increased project profitability.

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| <div>Ihab Jabr</div> <div> <div>Professional Skills</div> <ul style="list-style-type: none"> <li>Leadership</li> <li>Interpersonal Communication</li> <li>Creative Problem Solving</li> <li>Critical Thinking</li> <li>Innovative-mindset</li> <li>Analytical Skills</li> <li>Organization</li> <li>Prioritization</li> <li>Motivational Leadership</li> <li>Time Management</li> <li>Accuracy</li> <li>Decision-making</li> </ul> <div> <div>Personal Information</div> <div> <div>Date of Birth: Feb 4<sup>th</sup>, 1985</div> <div>Nationality: Jordanian</div> <div>Marital Status: Married</div> <div>Visa Status: Transferrable</div> </div> <div> <div>Languages</div> <div>Arabic   English</div> </div> </div> </div> | <div>Senior Procurement Manager</div> <div>Al Sharq Al Baied Contracting Co   Dammam, Saudi Arabia</div> <div> <ul style="list-style-type: none"> <li>Led supplier negotiations for high-value industrial project procurement, achieving 10–15% cost savings through strategic contract terms.</li> <li>Introduced a structured supplier evaluation framework, resulting in a 30% reduction in material lead times and improved delivery reliability.</li> <li>Developed integrated procurement and inventory plans aligned with project execution schedules, reducing material shortages.</li> <li>Conducted data-driven procurement analysis that identified cost-saving opportunities, contributing to a reduction in overall procurement spend.</li> <li>Resolved invoice and delivery disputes efficiently by collaborating with finance and logistics teams, ensuring smooth project execution.</li> </ul> </div> <div>Sales Representative</div> <div>Mist &amp; Dawn Trading Co   Dammam, Saudi Arabia</div> <div> <ul style="list-style-type: none"> <li>Achieved annual sales targets by proactively identifying project opportunities and following up on bids, contributing to a year-over-year revenue growth.</li> <li>Represented the company at key building materials events and trade exhibitions, generating new client leads and increasing brand visibility in target markets.</li> <li>Negotiated and secured long-term supply contracts with key construction sector clients, resulting in an increase in repeat business and client retention.</li> </ul> </div> <div>Technical Sales Support</div> <div>Creative Business Solutions Est   Khobar, Saudi Arabia</div> <div> <ul style="list-style-type: none"> <li>Managed procurement of IT software and licensing solutions, ensuring alignment with client project budgets and achieving compliance with cost constraints.</li> <li>Improved delivery lead times by implementing proactive supplier performance tracking and early risk identification measures.</li> <li>Ensured timely upload of all project documents to the system and organized shared drive, improving document accessibility and reducing retrieval time.</li> <li>Maintained and updated work documents and tracking sheets with high accuracy, supporting efficient project monitoring and reporting.</li> </ul> </div> <div>IT Technician</div> <div>Al-Juffaly Group   Dhahran, Saudi Arabia</div> <div> <ul style="list-style-type: none"> <li>Installed and commissioned Lexmark printers for Saudi Aramco projects across the Eastern Province, achieving deployment accuracy and enhancing operational efficiency.</li> <li>Led a team of technicians, delivering comprehensive hardware and software support with SLA compliance, resulting in a reduction in system downtime and increased end-user satisfaction.</li> </ul> </div> | <div>Oct, 2016 – May, 2022</div> <div>Aug, 2012 – Sep, 2016</div> <div>Jul, 2009 – Jul, 2012</div> <div>May, 2004 – Jun, 2009</div> |
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