



Mohammed Al-Malak

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OBJECTIVE:

Obtain a responsible career opportunity to utilize my training and skills, while making significant contribution to the success of the organization.

EDUCATION:

Bachelor of Science, **Business Administration (GPA 3.47/4.0)**
University of Indianapolis, Indiana, **USA**

[May 2016]

- *Major in Operations & Supply Chain Management*
- *Major in Civic Engagement & Community Leadership*

EXPERIENCE:

Sourcing specialist

[Aug 2023 to present]

ADES Saudi Limited

- Vendor Management: Oversaw vendor onboarding, including payment terms and registration documentation, ensuring compliance with ADES standards.
- Catalog Implementation: Managed the creation, adjustment, and maintenance of vendor catalogs for streamlined operations.
- Negotiate payment terms, and conditions with suppliers to ensure favorable agreements.
- Data Management: Updated shared folders and organized contract classification to maintain accurate and accessible records.
- Credit Applications: Processed and managed credit applications and associated documentation efficiently.
- Vendor Assessment Support: Assisted in evaluating vendor performance and compliance, contributing to supplier optimization.

Procurement Specialist

[Mar 2023 to July 2023]

- Identify, evaluate, and select reliable suppliers and vendors.
- Build and maintain relationships with suppliers to ensure timely delivery of goods and services.
- Negotiate pricing with suppliers to ensure favorable agreements.
- Draft, review, and manage procurement contracts, ensuring compliance with legal and regulatory requirements.
- Coordinate logistics and transportation of goods to onshore or offshore locations.
- Work closely with rig managers, engineers, and operations teams to understand requirements.

Purchasing specialist

[Feb 2022 to Feb 2023]

Mazaya | Food Hypermarket

- Listing, pricing, and translating new items to JD Edward Oracle.
- Creating Purchase orders to warehouse and branches as needed.
- Prepare and issue purchase orders to warehouse and branches as needed from JD Edward Oracle
- Negotiating offers with suppliers to ensure that the best possible offer is obtained while maintaining excellent relationships with suppliers.
- Track orders and ensure timely delivery.
- Coordinate with warehouse staff to ensure proper storage.
- Creating weekly and daily promotions.
- Establish professional relationships with clients as well as vendors and suppliers.
- Coordinating with the delivery team and following up on delays or orders that have been rescheduled.
- Ensuring that all damage or expiration items have been removed by the vendor from the warehouse and branches.
- Monitoring supplier performance and resolving issues and concerns.
- Complying with company policies, procedures, and regulatory standards.

Trainee Counsellor

[Dec 2016 to Oct 2020]

Interserve | ITQAN Collage at Juaymah

- Educate trainees and parents about colleges, admission process, trends, procedures, and admission tests.
- Meet with juniors and seniors, individually and in groups, to guide them about the courses and their choices.
- Meet with all college admission sponsors who visit our campus and facilitate meetings between them and trainees.
- Compile an annual profile of the college, along with a report on grade distributions in junior and senior courses.
- Deal with general inquiries from applicants, families, staff and auditors through several channels (e.g. email, telephone, etc...).
- Follow up with trainees' absences and course changes, including the collection of information about early leaves and dismissals.
- Work closely with the college receptionist to ensure a professional reception service provided to all visitors.
- Act as a leading advisor to the senior class as a whole and advising several senior trainees each year, providing academic and personal counselling.
- Guide the trainees regarding their career decisions, help them understand their potential and support them to pursue their goals.
- Serving 1325 trainees as a part of a team providing the institute and our trainees with advice and services.

Trainee Service Administrator

[Oct 2016 to Dec 2016]

Interserve | ITQAN Collage at Juaymah

- File trainees' prerequisite documents.
- Check and process entry of updated trainees' scores and data validation.
- Update and maintain appropriate reference materials and resources.
- Administer and contribute to college events/activities.

Purchasing Officer

[Jun 2013 to Oct 2016]

YoFrutta | Frozen Yogurt brand

- Work out logistical agreements with suppliers
- Maintain and review purchasing, shipping, and receiving records.
- Research potential vendors.
- Enter order details of vendors, quantities, and prices into internal database.
- Monitor stock levels and place orders as needed.
- Review quality of purchased products.

Marketing Agent

[Jun 2013 to Oct 2016]

YoFrutta | Frozen yogurt brand

- Creating and spreading images, messages and ideas that best communicate the brand values.
- Planning advertising and promotional campaigns for products or services on social media.
- Conducting market research to identify opportunities for promotion and growth.

PROJECTS:**Organization of Blood Donation Campaign**

[Mar 2017]

Interserve | ITQAN Collage at Juaymah

Raising Community Awareness by launching a Blood donation Campaign

SKILLS & CAPABILITIES:

- Microsoft office
- JD Edward Oracle
- Communication
- Teamwork
- Coaching and problem solving

- Time management
- Event management
- Team leadership
- Detail Oriented
- Work Under Pressure

COMMUNITY SERVICE/ VOLUNTEERING:

Volunteering at the following organizations in Indianapolis, Indiana, USA.

- YMCA
- Burmese American Community Institute
- Shepherd Community
- Boys and Girls Club
- SENSE Charter School
- University of Indianapolis community service

ACHIVEMENTS:

- Earned 2016 Paul W. Gabonay Volunteer Service Award.
- Outstanding Undergraduate Student Service-Learning Award.

COURSES:

- Internal audit
- Coaching and Mentoring Course.
- Create Personal Success Course.
- Leadership and Influence Course.
- Teamwork and Team Building Course.
- Counsellors' Supervisory Course.
- Introduction to Strategic Planning for Human Resources Course.
- Human Recourses Specialists Course.