

Procurement Specialist

FALAH AL-SHAMMARI

falah.shammri@gmail.com

+966509028746

Eastern Province

Saudi

1989-11-14

EDUCATION

Diploma In Public Administration

King Faisal University

2020 - 2022

Al-Ahsaa

CERTIFICATIONS

Certified International Procurement Professional (CIPP)

Institute of Purchasing and Supply Chain Management International (IPSCMI).

Certified International Procurement Manager (CIPM)

Institute of Purchasing and Supply Chain Management International (IPSCMI).

COURSES

English Language

2021

Jubail Industrial College

Word 2016

2020

Royal Commission In Jubail

PERSONAL SKILLS

Excel

Oracle System

SAP System

Microsoft office

Time management

Multitasking

Work under pressure

Work individually or with a team

WORK EXPERIENCE

Procurement Specialist

Apr 2024 - Present -

Flowserve Al-Rushaid

Al-Khobar

•Reviewing the company’s requirements for materials and services in coordination with different departments.

•Setting priorities and establishing a clear procurement plan.

•Preparing requests for quotations (RFQs) and ensuring clarity in specifications and required quantities.

•Analyzing offers based on quality, prices, payment terms, and proposed delivery schedules.

•Drafting procurement agreements and negotiating terms to safeguard the company’s interests.

•Securing the best deals in terms of cost, quality, and delivery time.

•Defining payment terms, delivery conditions, and penalties for delays or breaches of contract.

•Preparing PO'S according to the agreed specifications.

•Ensuring accuracy in PO'S, including quantities, prices, and deadlines.

•Monitoring order progress with suppliers to ensure adherence to agreed timelines.

•Addressing any delays or issues related to the supply chain.

•Verifying that received materials and services match the required specifications.

•Coordinating with the Quality Department to ensure materials meet the required standards.

•Processing return requests in case of damaged or non-conforming materials.

Traffic Analyst-logistics

Oct 2023 - Apr 2024

Flowserve Al-Rushaid

Al-Khobar

- Coordinating the transportation of goods locally and internationally.

- Selecting the appropriate modes of transportation (land, sea, air).

- Negotiating with shipping companies to secure the best rates and services.

- Monitoring and tracking shipments to ensure timely delivery.

- Collaborating with other departments to ensure smooth operations.

Purchasing Foreman

May 2019 - Oct 2023

Asas International Company - a contractor with the Royal Commission in Jubail

Jubail

- Search for quality vendors and service providers

- Request for quotes (RFQ) ..

- Negotiating contracts and prices

- Create purchase orders

- Material stock control

- Working on Oracle system

- Record all goods, goods, and services received and keep records

- Coordinate with the company's work teams on the goods and goods they need

- Supervising the day-to-day tasks of the company's procurement department

- Full supervision of the procurement process from material ordering to material delivery

Buyer

May 2017 - May 2019

Asas International Company - a contractor with the Royal Commission in Jubail

Jubail

Search for quality vendors and service providers

- Request for quotes (RFQ) ..

- Negotiating contracts and prices

- Create purchase orders

- Material stock control

- Working on Oracle system

Mechanical Technician

2011 - 2012

Nasser Saeed Al-Hajri

Dammam