

Mohammed Essa Al Maged

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PROFESSIONAL SUMMARY

A distinguished Office Manager with over 12 years of experience in managing teams and offices, as well as extensive expertise in sales, procurement, and administration. Contributes to operational excellence through effective business development strategies. Possesses strong communication skills and the ability to lead teams to drive business growth. Highly organized in managing files, emails, and arranging executive meetings. Experienced in holding meetings with key decision-makers, contributing to enhanced customer interaction with products, expanding the customer base, achieving high closing rates, and improving supply chains

SKILLS & COMPETENCIES

- Sales & Marketing
- Business Administration
- Market Research & Analysis
- Data Analysis & Reporting
- Strong Client Relationships
- Interpersonal Communication
- SAP ERP
- Project Management
- Microsoft Office Suit
- ODOO system
- Procurement Management
- Procurement CIPP-CIPM
- pricing assets
- Green energy

WORK EXPERIENCE

Current Position

Arabian Towers Projects Contracting Co. — *Procurement Specialist – Contracts & Tenders* — 2025 – Present

- Responsible for managing contracts and tenders in both the public and private sectors.
- Attracting new projects and establishing agreements and contracts.
- Analyzing market prices and handling procurement department tasks.
- Acting as a contracting consultant for government entities and private companies.

Gulf Consolidated Contractors Co. — *Procurement Administrator* — 2022 – 2024

- Expertly managed client requests and inquiries with a strong focus on excellent customer service.
- Proactively oversaw procurement and organization of office and project site supplies through vendor sourcing.
- Prepared reports, presentations, and daily summaries providing key insights to guide leadership decisions.
- Conducted detailed audits and follow-ups on procurement tasks to ensure accuracy and compliance with standards.

Nataqat Real Estate Development & Contracting EST — *Procurement Manager* — 2018

- Directed procurement operations for spare parts and managed supplier accounts for workshop needs.
- Built and trained a high-performance procurement team, improving supplier relationship management.
- Collaborated with leadership to define sourcing strategies based on market analysis and trends.
- Negotiated competitive pricing and favorable terms with vendors.
- Managed procurement planning, purchasing cycles, and inventory control.
- Supported business development by sourcing materials for new projects and tenders.

Arab Contracting — *Procurement Administrator* — 2015 – 2017

- Managed procurement processes for project materials and equipment.
- Proposed improvements in supplier selection, procurement systems, and workflow efficiency.
- Monitored daily procurement operations and vendor performance.
- Trained new staff on procurement systems and procedures.
- Resolved purchasing issues and ensured timely sourcing of required items.

Olayan Contracting — *Procurement Officer* — 2013 – 2015

- Built and maintained strong vendor relationships to support strategic sourcing.
- Managed procurement and supply of equipment and spare parts, including pricing and contract reviews.
- Oversaw sourcing of both new and used equipment to meet operational needs.
- Stayed informed on supply regulations and market conditions.
- Implemented improvements in procurement systems and vendor communication processes.

International Office of General Services — *Assistant Procurement Manager* — 2011 – 2012

- Maintained procurement records, contracts, and supplier databases.

- Utilized procurement software and digital tools to streamline operations.
- Updated sourcing protocols and procedures to meet project requirements.
- Assisted in organizing procurement-related meetings, tenders, and supplier workshops.

EDUCATION

King Faisal University – bachelor’s in business administration, 2019

Human Resources Recruitment – Diploma, 2016

Al Ahssa Technical College – Diploma in Accounting, 2013

ADDITIONAL QUALIFICATIONS

- Professional Development: Cybersecurity Awareness (2024).
- CIPP – CIPM certificate (2024).
- Procurement management and its relationship to project management (2024).
- Government competitions and procurement system SCA Academy (2024).
- Cybersecurity Awareness. (2024).
- Preparation and Development of Technical and Financial Proposals (2024).
- Guidelines on Products, services and Competition (2024).
- Project Procurement Management (2024).
- Preparation of Proposals for Tenders and Tenders (2024).
- Entrepreneurship and Innovation Principles (2024).
- Preparation of the Terms of Reference and Specifications for the Government Tenders and Procurement System (2024).
- Government Tenders and Procurement System (2024).
- Procurement Management and its Relationship with Project Management (2024).
- Contract and Procurement Management in the Construction Sector (2024).
- Introduction to Human Resources Functions (2023).
- Labor Education According to Saudi Labor Law (2023).
- Entrepreneurial Mindset & Crisis Management (2023).
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- Entrepreneurial Mindset & crisis Management (2023).
- Labor Education according to Saudi Labor Law (2023).
- The Fundamentals of Event Management (2023).
- The Fundamentals of Event Management (2020).
- Executive Assistant Series Communicate Effectively (2018)
- Interpersonal skills (2014).
- Essentials for Successful Time and Productivity Management (2014).
- Basic product knowledge and Sales Training (2014).