

HESHAM SHOMAN

Senior Purchasing Specialist

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EXPERIENCE

Senior Purchasing Specialist

DTC Construction Company

03/2022 - Present Al-Khobar, Saudi Arabia

- Sourced, evaluated, and negotiated with suppliers to obtain goods and services at optimal prices while ensuring quality and timely delivery.
- Prepared and issued purchase orders, contracts, and requisitions in line with company policies and budget constraints.
- Maintained accurate procurement records and ensured compliance with procurement regulations and internal controls.
- Collaborated with internal departments to understand purchasing needs and forecast future requirements.
- Monitored supplier performance and conducted regular assessments to ensure reliability and compliance with contractual agreements.
- Managed inventory levels to ensure availability of materials without overstocking.
- Played a key role in tendering processes, including documentation, evaluation, and vendor selection.
- Ensured cost-effectiveness and value for money in all procurement activities.

Procurement Specialist

Alshumokh T.W

11/2019 - 01/2021 Ajman, UAE

- Reviewed purchase requests to ensure accuracy and completeness of information
- Identified potential vendors based on price, quality and delivery requirements
- Resolved vendor or contractor grievances, and claims against suppliers
- Supervised and coordinated activities of workers engaged in construction projects

Branch manager

Jac Motors

10/2012 - 02/2018 Dammam, KSA

- Directed daily operations of the branch, including customer service, human resources, sales and marketing activities
- Managed staff scheduling, hiring and training processes
- Monitored financial performance of the branch on a monthly basis
- Assisted other branches when needed during peak periods or special events
- Developed strategies to increase customer satisfaction and loyalty

Accountant

Hashdi Electric

12/2010 - 09/2012 Makkah

- Developed and maintained accounting systems to ensure accuracy of financial reporting
- Assisted in the preparation of federal, state, local tax returns for corporations, partnerships, trusts and individuals
- Conducted audits on payroll records to ensure compliance with established policies and procedures
- Monitored and reconciled accounts payable and receivable, ensuring accurate processing of invoices, payments, receipts and other transactions

Procurement Specialist

Waad Company

03/2021 - 2022 Cairo, Egypt

- Developed and monitored purchasing strategies to ensure cost-effective purchases
- Analyzed supplier data, such as price lists, quality assurance plans, and delivery schedules, to determine the best suppliers for goods and services
- Prepared detailed reports outlining expenditures for management review
- Reviewed existing contracts on a regular basis to ensure compliance with company requirements
- Monitored stock levels and identified purchasing needs

EDUCATION

BBA, Accounting and Business Management

Tanta University

01/2010 Egypt

SUMMARY

As someone who has worked as a senior purchasing specialist in the construction industry for over 12 years, I have gained expertise in inventory management, budget development, and procurement. My skills in logistics, distribution, and accounting allow me to monitor business operations, ensure regulatory compliance, and manage accounts effectively. I am proficient in various purchasing software as well as MS Office, and I possess excellent multitasking and time management abilities. I am passionate about the field and I am seeking a challenging role in Saudi Arabia that will help me grow. As an analytical Procurement Specialist, I am committed to evaluating inventory levels and determining supply and demand with precision. Being bilingual, I am able to coordinate logistics seamlessly. I strive to excel in every project that comes my way and make a positive impact in the industry.

CORE COMPETENCIES

Strategic Sourcing & Procurement Planning
Vendor Evaluation & Management
Contract Negotiation & Administration
Cost Optimization & Budget Control
Supply Chain & Logistics Management
Team Leadership & Training
MS Office Suite (Excel, Word, PowerPoint, Project)
Bilingual: Arabic (Native), English (Proficient)

Key Clients & Projects

Ajlan&bros : ajlan Warehouses Dammam/Riyadh.
Saudi Papers : Ext3 Dammam.
AJDAN Group: Infinity&BayFront.
Tazayud Company: El Hayah Walk.
Taiba Investment: Taiba Mall.

KEY ACHIEVEMENTS

- Cost Savings Achievement**
Increased vendor cost savings by 15% through effective negotiation strategies in 2023.
- Process Improvement Success**
Improved procurement process efficiency by reducing lead times by 20% in 2022.
- Order Accuracy Milestone**
Achieved 98% order accuracy rate by implementing rigorous quality control measures in 2021.
- Supplier Relationship Growth**
Enhanced supplier relationships, resulting in a 25% increase in preferred vendors in 2022.

LANGUAGES

Arabic
Native

English
Proficient