

ABDULLAH MOHAMMED ALWATAR

Professional Purchasing Manager & Contract Drafting

Career Information

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Address: Al-Khobar, Eastern Province
Place of Birth: KSA
Specialty: Business Administration
Nationality: Yemeni

Career Summary

A professional Procurement and Contracts Manager, skilled Assistant Procurement Manager, Support Services Coordinator, event and activity organizer, promotional kiosk operator, and financial resource developer. Having a wide experience in enhancing performance and quality standards through Governance and ISO certifications. With over (27)years of extensive experience in comprehensive procurement and materials management, establishing business projects, and a proven track record in logistics management, material sourcing for manufacturing, contracting, and maintenance. I possess a strong ability to handle difficult situations with unique and rigorous methods, consistently meeting organizational goals.

I have become a specialist professional actively seeking continuous professional development and career advancement in this field. I am also the author of the book The Procurement Pyramid, a specialized guide for successful procurement management. Additionally, I have volunteered with seven charitable organizations, contributing to community service and program support initiatives. I also possess sufficient experience in participating in public auctions and submitting proposals to government entities.

Driven by a passion for excellence and a commitment to achieving organizational objectives, my extensive experience, leadership skills, and ability to deliver exceptional results in procurement management, purchasing, cost-saving, contract drafting, government tenders, and public auctions have been key assets throughout my career.

Work Experience

Procurement and Contracts Manager – MKN Real Estate Development, Khobar 02/2024 – 09/2024

- Took on the main challenge of effectively controlling costs to ensure profit growth, success, and meeting needs at competitive prices.
- Continuously searching for suppliers and contractors, negotiating prices, managing contracts, and establishing organizational partnerships.
- Built and developed an execution plan for emergency, daily, and long-term material requests for projects, along with preparing periodic reports.
- Established and structured the organizational framework and designed various templates used in procurement management.
- Created an inventory plan to account for the institution's fixed assets in projects, labeling them with barcodes, and designing appropriate templates and tables.
- Managed the contracting process, supplier terms, and conditions, verified clauses, official certificates, efficiency, and evaluations, while maintaining documentation.
- Adhered to construction and finishing protocols and standards, overseeing the purchase of materials and accessories.
- Planned, researched, and conducted necessary market and competitor studies, skillfully tracking changes and identifying product sources.

- Developed organizational strategies and general contracting plans, oversaw their implementation, drafted and reviewed contracts and clauses, led contractual negotiations, and coordinated with the CEO, project management, and finance departments.

Support Services Coordinator – Al-Wedad Charity for Orphan Care, Khobar 11/2017 – 03/2024

- Actively contributed to the development and implementation of initiatives to ensure excellence at the branch.
- Supervised maintenance work and the shelter throughout the day, ensuring the preservation of the association's properties.
- Participated in the annual inventory committee by recording and tracking fixed assets and children's supplies, and submitting necessary reports.
- Managed external participation in exhibitions and events, represented the association, and recruited and trained volunteers.
- Implemented the association's activities, developed financial resources, handled online marketing, and participated in ISO and governance certification.
- Welcomed donors, businessmen, and association delegations, providing hospitality and support during their visits.
- Transported orphaned children to hospitals and in emergencies, effectively following up on their appointments and medical needs.
- Opened medical files for orphans at hospitals, ensuring they received necessary healthcare services.
- Led and executed branch procurement activities and ensured that the orphans' needs were met efficiently and on time.
- Established and maintained relationships with donors and supporting entities for in-kind and financial contributions to the association's programs.
- Accompanied the social worker to receive orphaned children from hospitals, visited foster families at home, and conducted field research in various areas of the Eastern Province.

Assistant Procurement Manager – Al-Ghazawi Companies Group, Dammam 03/2015 – 06/2017

- Consolidated purchase requests from various departments to simplify the procurement process.
- Supervised and monitored 39 coffee kiosks across multiple locations, ensuring their maintenance.
- Planned and conducted necessary market research, negotiated with suppliers and contractors, and secured the best prices.
- Authorized purchase orders, drafted, approved, and issued contracts, ensuring timely execution.
- Coordinated with engineers on submitted proposals, ensuring efficient sourcing and facilitating smooth communication and collaboration with suppliers.
- Developed company strategies, implemented general plans related to contracts and purchasing, drafting, reviewing contracts, clauses, and leading negotiations.

Procurement Coordinator - Amkana Trading and Real Estate Company, Qatif 02/2014 - 08/2014

- Established the procurement management department at the company.
- Received daily requests from the sales management department for security and safety materials, and provided price quotes from suppliers.
- Documented purchasing procedures and price quotes in files, detailing supplier registration, the submitted offer, and the requesting party.

Procurement Specialist - Al-Youm Newspaper, Dammam

04/2008 - 09/2010

- Analyzed consumption patterns and trends to make informed purchasing decisions and improve strategies for procurement, maintenance, and services.
- Negotiated contracts, prices, and efficiently managed the execution of purchase orders for all departments within the newspaper.
- Ensured the smooth operation of the supply chain by closely monitoring deliveries and adhering to specifications.

Procurement Officer - Al Manar Al Arabia Contracting Company, Dammam

01/2007 - 01/2008

- Fulfilled the material procurement requirements for various government entities and telecommunications companies.
- Collaborated with the engineering department to comply with terms and conditions for purchasing materials for government tenders and bids.
- Managed and processed invoices, facilitated payments, and efficiently resolved any delays or issues.

Procurement Officer - Mohammed Al-Kuwari Trading and Contracting Company, Dammam

01/2005-05/2006

- Purchased all materials for Saudi Aramco.
- Managed daily purchase orders to ensure timely receipt of required materials with quality certification.
- Facilitated smooth procurement processes, maintained accurate documentation, and created a supplier list for Saudi Aramco.

Procurement Officer – Gulf Construction Contracting Company, Dammam

11/2003 - 08/2004

- Ensured the procurement of construction materials at minimal cost and with savings.
- Managed the warehouse and arranged support for smooth operations to maintain materials.
- Executed purchase orders, followed up with suppliers, and ensured timely delivery to project sites.
- Conducted inventory of materials and equipment at project locations.

Purchasing and Real Estate Marketing Officer - Raad Al-Sahra Contracting Company, Khobar

01/2003 -11/2003

- Handled various responsibilities related to coordination, follow-up, marketing, and procurement for the office.
- Contributed to renting buildings, apartments and selling land by marketing to real estate offices.

Procurement Officer - Al-JOL Contracting and Commercial Commitments Co. Khobar 01/1997 - 01/2003

- Managed the entire procurement cycle, from sourcing to negotiation and purchasing, ensuring timely delivery of materials and services.
 - Oversaw the automotive workshop and provided spare parts, ensuring efficient maintenance and repair services for the company's fleet.
 - Attended public auctions and purchased materials, equipment, and vehicles for the company.
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Academic Education

- King Faisal University - Al-Hofuf, KSA - Bachelor's Degree in Business Administration - E-Learning.

07/2017

Primary Skills

- Proficient in using Microsoft Office programs.
- Fluent in Arabic, with strong proficiency in English.
- Skilled in analytical abilities, logistics management, teamwork, and supply chain management.
- Good knowledge of market research, continuous study, and cost reduction.
- Experienced in finding quality suppliers, contractors, service providers, and drafting contracts.
- Excellent communication and negotiation skills, with the ability to secure the best prices and savings.
- Capable of developing, selecting, and evaluating suppliers and contractors.
- Skilled in inventory management of equipment, materials, and tools.

Achievements and Certifications

- Authored the book The Procurement Pyramid - A Guide to Successful Procurement Management.
- Obtained a certified diploma in Purchasing and Storage Management.
- Certified as a Volunteer Guide.
- Awarded the International Computer Driving License (ICDL).
- Completed (5) courses in English language.
- Participated in over (36) cultural and charitable events and programs.
- Completed more than (79) courses in procurement, tenders, supply chain management, administration, development, and self-improvement.