

Hasan Akhtar Ismail

Procurement QC & Purchasing Specialist

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Jeddah, Saudi Arabia

Iqama Status: Transferable

Iqama Number: 2213084011



PERSONAL STATEMENT

Dynamic procurement professional with 20 years of experience in sourcing and purchasing local and international within industrial electrical , mechanical , heavy equipment spare parts and annual consumption contacts for worker camp & plant requirements. Adept at vendor relationship, vendor evaluation & vendor management streamlining procurement process and ensuring compliance ith purchasing protocols according to the organization policy. Committed to cost control and support inventory management & enhancing overall operational efficiency to support the organizational goals.

KEY SKILLS

- **Technical Skills:**

I am well familiar with the following:

- ERP Oracle
- Microsoft Office
- AX Dynamic

- **Education:**

- Graduation In Business Commerce 2nd Division (Grade-A) 2002
- Instrumentation Diploma NFC Institute & Technology Multan 1st division -2003

- **Technical Training:**

- Quality Creative training 2001
- Vendor Management course 2013
- ERP Purchasing Cycle training 2016

COMMUNICATION SKILLS

- English & Urdu Good in Speaking, Reading & Writing.
- Arabic reading & Speaking.

PERSONAL INFORMATION

- Fathers name Muhammad Ismail
- Date of Birth January 15, 1943
- Passport- No. JN1349652

DETAILED 1st EXPERIENCE

Dawi Dag Construction Co. Ltd.

Saudi Arabia

RS Project Jeddah

From: June 2005 to Jan.2006

- RFQ to Supplier from the local market to find the better prices.
- Negotiated contracts with suppliers to secure best prices and terms for the company.
- Processed purchase orders, from initiation to completion, ensuring accurate documentation and record-keeping.
- Coordinated with finance department to streamline invoice processing and payments.

DETAILED 2ND EXPERIENCE:

Danieli Automation SPA.

RS Project Jubail & Jeddah

From Feb.2006 to Oct. 2007

- Analysed purchase requisitions and reviewed for accuracy and completeness.
- Negotiated the prices with suppliers to secure best prices and terms for the organization.
- Processed purchase orders, from initiation to completion, ensuring accurate documentation and record-keeping.
- Managed purchases, receipts and the documentation of finished goods, materials, packaging and ingredients.
- Developed and maintained strong relationships with suppliers for reliable supply chains.
- Updated procurement records, maintaining accurate and current supplier information.

DETAILED 3RD EXPERIENCE:

Al Rajhi Steel Industry Saudi Arabia

Date from Nov.2007 to Nov.2021

- Analysed purchase requisitions and RFQ
- Negotiated pricing, credit terms and transportation with suppliers.
- Preparing the purchase order for approval cycle and dispatch to the concern supplier & warehouse & finance department to maintain the record.
- Managed purchases, receipts and the documentation of finished goods, materials, packaging.
- Developed the relationship with existing vendor and new sourcing for more better control and Quality of material.
- Updated procurement records, maintaining accurate and each supplier information.
- Vendor Management under the organization mechanism.
- Coordinated with internal departments to understand procurement needs and specifications, ensuring accurate fulfilment of requirements.
- Conducted market research to identify new suppliers, assess risk, and evaluate product quality, ensuring competitive advantage.
- Maintained up-to-date knowledge of industry trends and advancements to inform procurement strategies
- Built strong relationships with suppliers to optimise performance and guarantee contract deliverables.
- Resolved disputes with suppliers through effective negotiation and problem-solving techniques.
- Prepared and maintained comprehensive procurement documentation, including contracts, proposals, and supplier evaluations, for audit compliance.

- Coordinate with warehouse on each order delivery to make sure the quantity and quality of delivered material.
- Coordinate with between supplier & finance department for proceed the payments according to the payment agreement.
- Collaborate with project teams to integrate take-off data effectively into cost estimates and project budgets.

DETAILED OF 4TH EXPERIENCE

Al Rajhi Steel Industry Saudi Arabia

As Procurement section Head

Date From June 2016 to Nov. 2021

- Collaborate with project teams to integrate take-off data effectively into cost estimates and project budgets.
- Monitored staff performance and developed improvement plans.
- Trained new employees on company policies, customer service excellence, and sales techniques.
- Developed and maintained strong relationships with suppliers for reliable supply chains.
- Prepare the annual progress report of team member and coordinate with HR.
- Prepare the quarterly & annual department reports for management.
- Coordinated with senior management to implement strategic plans for revenue growth.
- Resolved disputed issues of supplier and end users complaints by offering practical solutions and maintaining professionalism..
- Overview daily operations, including inquiries, purchase order delivery schedules and coordinate with team members and advise them if necessary.
- Led weekly staff meetings to discuss targets, performance improvements, and customer feedback.
- Prepared detailed reports on weekly sales, expenses, and staff productivity for management review.
- Conducted performance reviews, providing constructive feedback and setting individual goals
- Managed team rosters to guarantee optimal staffing levels during peak and off-peak hours.
- Cultivated work environment focused on personal responsibility, continuous improvement and delivering high-quality results.

DETAILED OF 5TH EXPERIENCE

Al Kimam Group

Purchasing Specialist Supervisor:

Date From May 2022 to April 2025

- Sourcing & vendor evaluation for pricing according to the organizational demand & policy.
- Negotiated payment terms with suppliers to improve cash flow and financial stability.
- Prepared detailed purchase orders, ensuring specifications and delivery timelines were met.
- Developed and maintained strong relationships with suppliers for reliable supply chains.
- Streamlined procurement processes, reducing time from order to delivery.

- Negotiated contracts with suppliers to secure best prices and terms for the company.
- LC request and coordinate between supplier & Treasury department.
- Conducted regular price comparisons to ensure competitive purchasing
- Shipment booking and coordinate with logistic & supplier to avoided any delay in dispatching og goods & tracking the shipments.
- Managed purchases, receipts and the documentation of finished goods, materials, packaging and ingredients
- Managed inventory levels to meet operational needs without overstocking
- Monitored supplier performance, addressing issues to maintain quality standards
- Directed daily operations to achieve maximum efficiency and productivity.
- Collaborated with departments to forecast demand and plan purchases accordingly.
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