

Salem Alyami

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Professional Summary

Results-driven Procurement Specialist with 6+ years of experience managing end-to-end procurement operations within engineering and industrial environments. Strong expertise in PR to PO lifecycle, sourcing, contract management, and supplier negotiations. Proven ability to ensure compliance with procurement policies, optimize total cost of ownership (TCO), and improve procurement cycle efficiency. Experienced in ERP systems (SAP MM) and cross-functional coordination to support business continuity and operational excellence.

Professional Experience

Procurement Specialist – Naizak Global Engineering Systems | March, 2020 – Present

Al Khobar-Saudi Arabia

- Manage end-to-end procurement activities from sourcing and RFQs to negotiation, PO issuance, and delivery.
- Evaluate supplier quotations and coordinate with engineering teams for technical validation.
- Execute sourcing activities including RFQs, bid evaluations, and supplier selection aligned with company policies.
- Negotiate pricing, delivery terms, and contracts to achieve cost savings and operational efficiency.
- Ensure full compliance with procurement policies, contractual terms, and audit requirements.
- Coordinate with Operations, Engineering, Finance, and Logistics to align procurement with project timelines.
- Manage supplier relationships, conduct performance evaluations, and resolve delivery or quality issues.
- Identify and mitigate supply risks through expediting, alternative sourcing, and proactive planning.
- Identify suitable vendors for project materials and equipment.
- Prepare and analyze commercial comparison sheets to evaluate supplier quotations and support sourcing decisions.
- Conduct market research to identify opportunities for cost savings.
- Update procurement trackers and provide reports to management.

Tele sales Team Leader – United Company for Financial Services | February 2019 – February 2020

Alkhobar-Saudi Arabia

- Lead and manage a team of loan officers and customer service agents.
- Collaborate with the credit risk and underwriting departments to evaluate loan applications and ensure proper risk assessment.
- Prepare daily and weekly reports as required by the Sales Manager.

Education

Bachelor of Business Administration – Finance | University of St. Thomas, Houston, Texas, USA

Certifications

- Certified International Procurement Professional (CIPP)
- Certified International Procurement Manager (CIPM)

Skills

- Strategic Sourcing & Cost Optimization
- Supplier Management & Evaluation
- Contract Negotiation & Management
- Purchase Order Management & Expediting
- Tracking Budget & Cost Control
- SAP / ERP Systems
- Ability to work under pressure
- Strong organizational and communication skills
- Building sustainable professional relationships
- Time management & organization
- RFQ / RFP Management
- Microsoft Excel (Advanced), Word, PowerPoint

Languages

- **English: Advanced**
- **Arabic: Native**