

MOHAMMAD SADDAM HUSSAIN

Riyadh, Saudi Arabia

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PROCUREMENT SPECIALIST | SUPPLY CHAIN PROFESSIONAL

Results-driven Procurement Specialist with **7+ years experience** in procurement, purchasing, and supply chain operations within the **MEP and construction industry**. **Skilled in strategic sourcing, vendor management, contract negotiation, cost control, and ERP systems (Oracle E-Business Suite, Dynamic, Daleel)**. Adept at reducing costs, improving supplier performance, and ensuring timely delivery of materials to meet project requirements.

KEY SKILLS

- Procurement & Purchasing Operations
 - Strategic Sourcing & Tendering (RFQ / RFP)
 - Vendor Negotiation & Management
 - Cost Control & Budgeting
 - Purchase Order Processing
 - Contract & Payment Terms Management
 - Supply Chain Coordination & Logistics
 - ERP & Procurement Systems (Oracle E-Business Suite, Dynamic, Daleel)
 - Stakeholder & Supplier Relationship Management
 - Quality Assurance & Documentation
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PROFESSIONAL EXPERIENCE

Procurement Specialist

First Fix – The Fundamental Installation for Electric Works Co.

Project: King Salman Park (Royal Arts Complex)

Riyadh, Saudi Arabia

July 2023 – Present

- Sourced quotations and evaluated supplier proposals for MEP material procurement.
- Reviewed and negotiated prices, delivery terms, and prepared comparison reports.

- Conducted technical reviews of MEP submittals to confirm consultant approvals before issuing PO's.
- Issued purchase orders after technical and commercial evaluations.
- Participated in supplier meetings to ensure quality and compliance.
- Developed procurement plans aligned with project requirements.
- Tracked deliveries and monitored supply chain performance to ensure timely project execution.

Procurement Officer

Al Fayha Construction and Contracting

Riyadh, Saudi Arabia

Nov 2019 – June 2023

- Planned procurement for MEP goods, materials, and services per project specifications.
- Liaised with engineering teams to define requirements and specifications.
- Negotiated with vendors to secure competitive pricing and favorable payment terms.
- Managed supplier relationships, ensuring quality and cost-effectiveness.
- Issued and tracked purchase orders to meet tight construction timelines.
- Ensured material compliance with project standards and regulatory requirements.

Sales & Operations Executive

Solera LLC

Dubai, UAE

Sept 2015 – Oct 2018

- Managed project budgeting, LPOs, and post-sales operations.
- Promoted company products and built lasting client relationships.
- Met clients/consultants to present product samples and company credentials.
- Handled project logistics, ensured timely deliveries, and created weekly sales reports.

EDUCATION

Bachelor of Science – Osmania University, India

SOFTWARE & SYSTEMS

Oracle E-Business Suite, Microsoft Excel, Daleel, Dynamic ERP

LANGUAGES

English (Fluent), Hindi (Fluent), Arabic (Beginner)

PERSONAL DETAILS

Nationality: Indian

Iqama: Transferable (2517482614)

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References available upon request.