

Procurement & Vendor Management Specialist.

Shajan Kabir

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Objective

To Contribute My Extensive Experience in Procurement, Vendor Management to A Forward-Thinking Organization, While Advancing Professionally in A Challenging and Growth-Oriented Environment.

Professional Summary

Procurement & Vendor Management Specialist with over 5 years of experience in sourcing, tendering, and supplier performance management across Saudi Arabia's public and private sectors. Proficient in SAP MM and vendor portals including Etimad, with a proven track record in improving procurement efficiency and compliance. Experienced in bidding, contract documentation, inventory operations, and cross-functional coordination. Fluent in Arabic, English, and South Asian languages, with a deep understanding of Saudi business practices and regulatory frameworks.

Core Competencies

Bid Specialist Summary: BID SPECIALIST SKILLED IN PREPARING, MANAGING, AND SUBMITTING COMPETITIVE BIDS FOR LARGE-SCALE CONSTRUCTION AND INFRASTRUCTURE PROJECTS. PROFICIENT IN TENDER DOCUMENTATION, COMPLIANCE REVIEW, PRICING STRATEGY, AND COORDINATION WITH INTERNAL TEAMS. STRONG UNDERSTANDING OF CLIENT REQUIREMENTS, GOVERNMENT PORTALS, AND VENDOR REGISTRATION PROCESSES. COMMITTED TO DELIVERING WINNING PROPOSALS ALIGNED WITH ORGANIZATIONAL GOALS.

INVENTORY: IN END-TO-END INVENTORY CONTROL, INCLUDING STOCK MONITORING, GOODS RECEIPT/ISSUE, AND STOCK TRANSFERS USING ERP SYSTEMS LIKE SAP. SKILLED IN MAINTAINING OPTIMAL STOCK LEVELS, MINIMIZING OVERSTOCK AND SHORTAGES, AND ENSURING ACCURATE INVENTORY RECORDS. PROFICIENT IN CYCLE COUNTING, WAREHOUSE COORDINATION, AND ALIGNING INVENTORY PROCESSES WITH PROCUREMENT AND PROJECT TIMELINES.

SUPPLY CHAIN PRINCIPLES AND BEST PRACTICES: Strong understanding of supply chain principles and best practices, including demand planning, procurement, inventory management, logistics, and supplier relationship management.

Experienced in aligning supply chain activities with organizational goals to ensure cost efficiency, timely delivery, and quality control. Familiar with lean principles, just-in-time (JIT), and risk mitigation strategies across the supply chain.

Work Experience

Al Kawther Bay Group, Saudi Arabia

Procurement & Vendor Management Officer. Nov 2024– **Present**

Led Procurement Operations for Major Clients Including NWC, SABIC, And SEC.

- Managed Vendor Registration and Qualification Processes.
- Oversaw SAP-Based Vendor Creation, PO Issuance, GRN Processing.
- Coordinated RFQ, Tender Bids, And Strategic Sourcing Activities.
- Ensured Compliance with Procurement Policies and Managed Contract Documentation.
- Evaluated Supplier Performance and Monitored Delivery Schedules.

GATCO (Gulf Advanced Transportation & Logistics Holding Co.)

Procurement Officer. Dec 2023 – Nov 2024

- Managed Procurement and Vendor Relations for Logistics and Infrastructure Projects.

Tawaseel Al Khaleej (TKE), Saudi Railway Project

Procurement Officer, Trading Dept. Jan 2022 – Nov 2023

- Supported Procurement Operations and Maintained Vendor Databases for Railway Supply Chain.
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Water Treatment Operations Experience

Dhuurrat Al Arus SWRO Plant, Jeddah

Operator. Nov 2017 – Jan 2020

Kindasa Water Services Company – Jeddah, Mena Port

Water Plant Operator. Sep 2016 – Oct 2017

Procurement & Vendor Management Specialist.

WETICO – Riyadh

Water Treatment Technician. Dec 2011 – Jan 2016

- Handled Plant Startup, Troubleshooting, PLC & SCADA Systems
 - Managed Diesel Generators and Executed Modification Projects
 - Conducted Laboratory Water Analysis, Parameter Monitoring, And Daily Reporting
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IT & Technical Roles

- **Computer Showroom In-Charge**, BDL Group, Hail Branch (2010–2012)
 - **IT Technician**, World Net Computer, Dammam (2006–2010)
 - **Warehouse Supervisor**, Khaled Tamimi Trading, Dammam (2003–2006)
 - **Operation Manager**, Mostayat Trading, Dammam (2001–2003)
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Education

- **BSc.**, National University, Dhaka, Bangladesh (1996–1999).
 - **H.S.C.**, B.A.F. Shaheen College, Dhaka (1994–1996).
 - **S.S.C.**, Dhaka (1992–1994).
 - **Diploma in Computer Applications**, Aptech Computer Tech, Dhaka (1997–2000).
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Certifications

- SAP Material Management Basics.
 - Procurement & Supply Chain Training.
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Key Skills

- Procurement & Vendor Management.
- SAP (MM Module), GRN, PO, Inventory.
- Strategic Sourcing, Tender & Bidding.
- Document & Pre-Qualification Handling.
- Communication & Contract Coordination.
- SCADA, PLC & Plant Operations.

Procurement & Supply Chain: Vendor Management, Strategic Sourcing, Tendering, Compliance

Soft Skills: Communication, Documentation, Team Coordination

Languages

- Arabic | English | Hindi | Urdu | Bangla
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Personal Information

- **Nationality:** Bangladeshi.
 - **Marital Status:** Married.
 - **Driving License:** Valid Saudi Driving License.
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Hobbies & Interests

- Reading Industry News.
- Exploring Digital Tools.
- Traveling.