

MOHAMMED ABDULLA RAYYAN RIYAZ
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SUMMARY

Detail-oriented Procurement Specialist with extensive experience in the signage industry. Specializing in the procurement of signage materials, fabrication components, and installation services. Skilled in optimizing procurement processes, reducing costs, and managing vendor relationships to ensure quality and timely project delivery. Adept at coordinating with design teams, production units, and external suppliers to maintain high standards of quality, compliance, and customer satisfaction.

EDUCATION

Bachelor's in business administration with First Division, Osmania University, Hyd, India Jun 2024
High School with First Division, International Indian School (CBSE), Dammam, KSA. Jan 2019

BUSINESS ADMINISTRATION EXPERIENCE

Procurement /Purchasing Specialist – Saleh Yousef Al Dossary Sons & Co., Dammam, SA Jan 2022 - Present

- Providing RFQ's and RFP's: Managing huge vendor data and floating RFQ's in accordance with vendor's specialization to get better prices for the services and products to be used in the projects.
- Expediting Deliveries for the PO's Issued: Regularly following up on the deliveries of the materials on site to ensure smooth operations on the project.
- Reducing Cost by Negotiating on contracts and Purchase orders: Asking for discounts on supplier's quotations based the budget of the projects. Reducing costs by an average 10% discount on previous purchase orders issued.
- Procurement Documentation: Maintain accurate and up-to-date records of all procurement activities, including purchase orders, contracts, and delivery schedules.
- Collaborating with Internal departments: Working closely with the finance department to ensure timely payment of invoices and resolution of any billing issues. Understanding the needs of other departments, provide urgent support for client requests.
- Controlling Cost: Analyze market trends and conduct cost analysis to identify potential cost-saving opportunities.
- Ensure compliance with legal and regulatory standards, including SABER certification requirements, while staying updated on industry best practices and emerging procurement trends.

Sales Coordinator /Executive Secretary– Saleh Yousef Al Dossary Sons & Co., Dammam, SA Jan 2021 – Jan 2022

- Provided administrative support to project managers and the sales team, ensuring smooth office operations and client communication. Also repaired quotations, job order status, proposals, and sales presentations in coordination with the design and estimating departments.
- Managed schedules, meetings, and maintained organized documentation for ongoing and completed projects and assisted in processing purchase orders and delivery schedules, maintaining accurate records in Excel.
- Followed up with clients for approvals, payments, and project-related documentation, ensuring timely responses and high customer satisfaction.
- Provided comprehensive administrative support to senior management. Maintained office systems and ensured timely documentation and filing. Assisted in event planning and staff coordination. Monitored emails and drafted responses when necessary.

COURSE CERTIFICATIONS

Project Management Professional (PMP) – ExcelR Solutions, Bangalore India.
Systems, Applications & Products in Data Processing (SAP) in Materials Management- Tech Spirals, Delhi India.

SKILLS

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| • Time Management | • Documents Control | • Microsoft Word |
| • Leadership | • ERP System | • Microsoft PowerPoint |
| • Teamwork | • Project Execution | • AutoCAD |
| • Decision Making | • Microsoft Office Excel | • Data analysis & AI tools |

PERSONAL INFORMATION

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| • Languages: English, Arabic, Urdu, Hindi. Telugu. | • Legal Status: Transferable Iqama |
| • Date of Birth: 21/04/1999 | • Driving License: Valid KSA |