

Elias Qasrawi

Procurement Engineer

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PROFESSIONAL SUMMARY

Results-driven Procurement Engineer with 2 years of experience in procurement, supply chain management, MEP engineering, and electrical engineering. Skilled in contract negotiation, supplier management, and tender processes. Certified Associate in Project Management (CAPM)[®] with a proven track record of enhancing operational efficiency and supporting successful project execution.

PROFESSIONAL EXPERIENCE

Procurement and Logistics Assistant

Acted INGO | Amman, Jordan | Nov 2024 – March 2025

- Managed the tender inbox and prepared tender documents and framework agreements in collaboration with the Logistics Senior Officer, ensuring full compliance, accurate filing, and readiness for each bid opening.
- Maintained supplier databases and conducted thorough supplier screening to ensure quality and reliability.
- Managed preparation, review, and proper filing of procurement documents PMs, POs, and contracts both in hard and electronic copies, ensuring all were accurately registered on the Order Form Follow-Up system.
- Developed and drafted framework agreements and contracts with suppliers, ensuring compliance with policies, legal requirements, and procurement best practices to build strong partnerships.
- Monitored stock levels, ensured accurate inventory records, timely receipt of materials, and proper documentation for payment processing.
- Managed stock receptions and completion certificates for contracts within Amman, ensuring all required documentation was prepared before payment processing.
- Managed the organization's fleet using JO Tracker, coordinated maintenance schedules and repair requests to ensure vehicles were in optimal condition.
- Handled flight bookings for staff and visitors, oversaw guest house maintenance, maintained accurate records, and ensured all operations complied with policies and regulations.
- Improved inventory management systems at ACTED INGO, achieving 98% accuracy.

MEP Procurement Engineer

Philadelphia Solar | Amman | Dec 2023 – Nov 2024

- Prepared and issued all procurement documents such as RFQ, RFP and RFI.
- Received quotations and proposals, and arranged proper evaluation by preparing bid analyses.
- Negotiated with suppliers on lead time, cost, and quality to achieve the best value for the company.
- Issued POs, SOs, and PRs using SAP system in accordance with assigned authority levels.
- Reviewed and finalized tender documents to align with project specifications and procurement standards.
- Created material submittals in accordance with the Bill of Quantities (BOQ).
- Signed non-disclosure agreements and negotiated its terms with international suppliers.
- Conducted research on Battery Energy Storage Systems.
- Verified BOL, invoices, PL, COO and all materials before approving imports.
- Maintained professional and effective relationships with suppliers.

EDUCATION

Bachelor's Degree in Electrical Engineering

Balqa Applied University | Salt, Jordan | Sep 2019 – Sep 2023

A GPA of 3.38 out of 4. Graduated top of my class, ranked 3rd in the faculty of engineering and published my graduation project.

PROFESSIONAL SKILLS

Procurement Strategy, Contract Negotiation, Supplier Management, Project Management, Technical Writing, Inventory Management, Shipment Coordination, Budget Optimization, Communication, Problem-solving, Adaptability, Teamwork, Leadership, Tender Analysis, Sourcing, Purchasing.

TECHNICAL SKILLS

Microsoft Office, SAP System, Oracle NetSuite, Scenario System, AutoCAD, PVsyst, MATLAB, NI Multisim, Click Up System

CERTIFICATIONS

- MO-201 Excel Expert certification | Microsoft | Issued June 2025
- Certified Associate in Project Management (CAPM)® | PMI | Issued Dec 2024 - Expires Dec 2027
- Upper Intermediate English (B2) | British Council | Issued October 2024

LANGUAGES

- Arabic: Mother Language
- English: Business Fluent

PUBLICATIONS

- Rzouq, R. S., Alrashdan, M. K., Suleiman, E. Y., Elmanaseer, J. M., & Abu, K. R. A. S. (2023). Comparison Between Different Gases Used as Insulation Medium in High Voltage Technology and Their Effect on the Environment. Ecological Engineering & Environmental Technology, 24. <https://doi.org/10.12912/27197050/159630>