

Saad Hamad Alsufayan



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Biography

- I have experience in the field of (Buyer)which makes me believe that this experience will benefit The company is to apply for it in the future.
- I want to work on raising the level of the company in terms of providing good service first and achieving high profits, as well as maintaining its level and developing its systems.
- I work on developing myself and raising the company to the highest levels of progress.
- I seek to develop myself and increase the rate of production of the enterprise.

Work

Arabian Pipes Company 3/2024 - Present
Cach Buyer
Main tasks:
Studying purchase requests at the concerned authority and auditing them in accordance with procurement regulations.
Direct purchase of materials and goods in accordance with regulatory regulations.
Preparing and distributing tenders, collecting supply offers, forming teams to study the offers, following them up, auditing the results of the study, and basing the purchase order on the most appropriate offer in accordance with the rules and regulations.
Receiving purchases, matching quantities and specifications, and auditing financial claims.
Preparing, submitting, documenting and archiving work reports.

Arabian Fiberglass insulation Company 1/2021-2/2024
Representative Local Buyar
Executing purchase orders for any raw materials, production requirements, maintenance and operation requirements, as well as the various requirements of the company's management,

Education

☐ **MEIRC Saudi Arabia Jubail Industrial City** 3/2005 - 1/2009
Diploma
Operator training and general mechanical maintenance

Skills

work as one team.	
Ability to solve problems.	
Technological and technical knowledge.	

with the required specifications, on time, and at the best prices, and executing all instructions related to work orders loaded by the purchasing manager. work tasks Execute purchase orders issued to him and all work orders within the limits of his work Executing plans and operational programs for purchasing management

Execute the purchase orders received by him, as well as all work orders within the limits of his work

Suggesting improvement, remedial and preventive measures that will improve the performance of work under its management

Execute all tasks required by the Procurement Manager and Procurement Coordinator within the limits of work in the Procurement Department

Submitting a weekly report to the Purchasing Manager to indicate what has been accomplished and what has been postponed with

Jovae Industrial 7/2017 - 12/2020

Local Purchaser

Execution of purchase orders for ready-made works, supplies and maintenance supplies

Middle East Battery Company 3/2012 6/2017

Local Buyer

Implementation of the executive plans and programs of the procurement department

Executing the purchase orders received by him, as well as all work orders within the limits of his work

 Languages

English