



MOHAMMED SOODO BAHARO
PURCHASING COORDINATOR
Mobile No: +966 0507552641
Email: Mohammed.Soodo@gmail.com
Address: Jeddah, Saudi Arabia

Professional Summary

Results-driven and highly skilled Purchasing Coordinator with over 7 years of extensive experience in procurement, vendor management, and supply chain optimization. Proficient in strategic sourcing, vendor negotiation, and data-driven decision-making. Strong expertise in utilizing advanced e-procurement systems, AI-driven demand forecasting, and block chain to enhance supply chain transparency and efficiency. Known for fostering strong vendor relationships and driving cost-saving strategies while ensuring timely delivery and compliance with organizational goals. Adept in working with cross-functional teams to deliver procurement excellence and meet project deadlines.

Key Skills & Competencies

- **Supply Chain & Procurement:**
Advanced Supply Chain Management, Strategic Sourcing, Vendor Negotiation, Risk Management, Sustainable Procurement Practices, Purchasing Analytics, AI-driven Demand Forecasting, E-procurement Systems Expertise (ORACLE).
- **Tech & Data Proficiency:**
Purchasing Analytics and Data Visualization, Blockchain for Supply Chain Transparency, Advanced Excel (Pivot Tables, VLOOKUP, Macros), Power BI.
- **Project Management & Leadership:**
Cross-functional Team Leadership, Agile Project Management, Contract Management, Legal Compliance, Stakeholder Relationship Management.
- **Communication & Negotiation:**
Vendor Relations, Contract Negotiations, Supplier Relationship Management, Market Research and Competitive Analysis, Product Knowledge Development.

Professional Experience

Purchasing Coordinator

SRACO International, Khobar, Saudi Arabia

June 2023 – Present

Project: SA Upgrade Security Facilities Pipeline Junctions Phase II

- Led procurement activities for the upgrade project, including negotiating with vendors and suppliers to secure competitive pricing and favorable terms.
- Managed the timely delivery of materials and equipment, maintaining a balance between cost control and quality assurance.
- Collaborated with project managers and the logistics team to ensure materials met project timelines.
- Developed and maintained strong relationships with existing suppliers and sourced new vendors for long-term partnerships.

Purchaser Coordinator

Diversified Lines for Petroleum Services, Jeddah, Saudi Arabia

June 2019 – June 2023

Project: Refined Products Supply Pipeline Project

- Managed purchasing for a large-scale pipeline project, negotiating supply contracts for materials and equipment.
- Worked closely with supply chain teams to monitor stock levels and adjust inventory to meet project demands.
- Utilized AI-driven forecasting tools to predict demand and reduce stock-outs, improving overall procurement efficiency.
- Delivered reports on procurement metrics, contributing to continuous improvements in procurement strategies

Purchaser

Depa Saudi Arabia, Riyadh, Saudi Arabia

April 2015 – May 2019

Project: Metro Project Riyadh

- Procured materials and services for the Riyadh Metro Project, ensuring compliance with local and international standards.
- Assisted with contract management, ensuring adherence to terms and conditions, and mitigated supply chain risks.
- Conducted market research to ensure best pricing for high-demand construction materials.
- Managed relationships with contractors and suppliers, ensuring quality materials were delivered within the required timelines.

Purchaser

Depa Saudi Arabia, Riyadh, Saudi Arabia

April 2010 – March 2015

Project: Ministry of Defence

- Procured essential materials and services for the Ministry of Defence projects.
- Negotiated favorable terms with suppliers while maintaining strict compliance with government regulations.
- Maintained accurate purchasing records and provided regular updates on procurement status to management.
- Ensured that the products and services met the high standards required for defense sector contracts.

Education

- 2023-2024: Certified Purchasing Professional (CPP) – Excellent Training Center, Qatar
- 2023-2024: Certified Purchasing Professional Manager (CPPM) – Excellent Training Center, Qatar
- 2016: English Language Course – British Council, Jeddah, Saudi Arabia
- 2000: SSC (Matriculation) – Pakistan International School, Jeddah, Saudi Arabia

Languages

- English: Fluent (Read, Write, Speak)
- Arabic: Fluent (Read, Write, Speak)
- Urdu: Fluent (Read, Write, Speak)

Certifications

- Certified Purchasing Professional (CPP), Excellent Training Center, Qatar – 2023-2024
- Certified Purchasing Professional Manager (CPPM), Excellent Training Center, Qatar – 2023-2024
- English Language Course, British Council, Jeddah, Saudi Arabia – 2016

Technical Skills

- E-Procurement Systems: ORACLE
- Data Analysis & Reporting: Advanced Excel (VLOOKUP, Pivot Tables, Macros), Power BI
- Supply Chain Tools: AI-driven Demand Forecasting, Blockchain for Supply Chain Transparency

Additional Information

- Projects Handled: Successfully managed procurement for multi-million-dollar projects including pipeline construction, metro construction, and defense sector initiatives.
- Key Strengths: Highly organized, strategic thinker, excellent communication and negotiation skills, detail-oriented, problem-solving capabilities, and proactive in addressing supply chain challenges.

References

Available upon request.