

Ayman Alduais

PROCUREMENT SPECIALIST

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Professional Summary

Results-driven Procurement Specialist with over 10 years of experience in strategic sourcing, vendor negotiations, and cost-saving initiatives. Proven record of achieving 10% annual savings and 95% on-time delivery across 15+ projects. Adept in ERP systems and cross-functional collaboration to optimize procurement operations.

Core Competencies

Strategic Sourcing | Vendor Negotiation | Contract Management | ERP Systems (SAP, CPA, Focus)

Cost Reduction | Supply Chain Optimization | Procurement Compliance | Data-Driven Decision Making

Professional Experience

Procurement Specialist

Engineering Gate for Contracting and Engineering Consultations – Sana'a, Yemen Aug 2024 – Jul 2025

- Achieved 98% forecasting accuracy on material and equipment needs for multi-million YR projects through close collaboration with project managers and site engineers.
- Processed 80+ purchase requisitions monthly for construction materials, reducing delays by 15%.
- Negotiated with 50+ key suppliers, securing contracts that delivered 10% annual cost savings and improved supplier performance.
- Managed the timely delivery of materials to 15+ construction projects, achieving a 95% on-time delivery rate and minimizing project delays.
- Managed a portfolio of 200+ active suppliers, enhancing delivery performance by 20% through improved record-keeping and database accuracy.
- Analyzed market trends and pricing, identifying opportunities that led to a 7% reduction in material costs over the past year.
- Verified 100% of incoming shipments for quality and quantity against purchase orders, reducing discrepancies by 15%.
- Collaborated with the finance department to streamline invoice processing and payment tracking, ensuring timely payments and maintaining strong supplier relationships.
- Ensured compliance with company procurement policies and enforced safety and quality standards across all procurement activities.
- Cultivated and maintained strong relationships with 30+ key vendors and subcontractors, leading to improved service levels and preferred pricing agreements.

Procurement Specialist

Yemen America Language Institute (YALI) – Sana'a, Yemen Mar 2020 – Apr 2025

- Handled 50+ purchase orders monthly, streamlining documentation and ensuring 100% compliance with procurement policies.
- Implemented vendor scorecards and RFQ templates, increasing supplier competitiveness and compliance tracking.
- Controlled RFQs, Comparative Statements, Bid Analysis, Invoices, and Delivery Reports.
- Raised service contracts and Purchase Orders (POs) for goods and services while ensuring compliance with organizational guidelines.
- Ensured purchases were made in a timely and transparent manner.
- Assisted with warehouse management, including planning and goods deliveries, and provided status updates on requests and item availability within the supply chain.
- Reduced procurement lead time by 15% through improved supplier follow-up and relationship management.
- Prepared payment packs, secured authorizations, and recorded payments before forwarding them to finance, ensuring timely invoice delivery.
- Cultivated sound partnerships with suppliers, contractors, and relevant government agencies.
- Maintained organized records by archiving all purchasing orders for the department.
- Developed and updated purchase order and vendor databases to enhance data accessibility and accuracy.

Procurement Officer

Opal Group Company – Sana'a, Yemen

Aug 2023 – Aug 2024

- Managed a 200-supplier database to track accurate pricing and commodity status.
- Utilized RFI, RFP, and RFQ processes to ensure high quality, competitive costs, and on-time delivery from suppliers.
- Followed up with vendors to secure timely responses to all RFQs.
- Evaluated supplier production facilities, capacity, and quality assurance programs to obtain competitive quotations.
- Reconciled and routed invoices with necessary backup documentation, which streamlined payment processes.
- Provided clients with timely updates on order status via verbal communication and email.
- Collaborated with end-users to prioritize and acquire materials and services effectively.
- Ensured backup documentation was prepared accurately and in adherence to the company's Procurement Manual.
- Assisted with the development and maintenance of an active database for materials and commodities.
- Prepared strategic plans for the purchase of equipment, services, and supplies.
- Enforced the company's procurement policies and procedures to ensure compliance.
- Reviewed, analyzed, and approved products and services to be purchased, optimizing value for the organization.
- Managed inventories and maintained accurate purchase and pricing records.
- Expanded vendor network by 25% by identifying and qualifying new suppliers, enhancing supply chain resilience.
- Negotiated competitive contracts, achieving cost savings of up to 12% per project while ensuring quality standards.
- Researched and evaluated prospective suppliers, which expanded the vendor network.
- Prepared budgets, cost analyses, and reports to provide key financial insights.

Procurement Officer

Basmtna-Salam Foundation –Sana’a, Yemen

Feb 2015 – Aug 2017

- Managed the quality and integrity of commodity accounting data.
- Conducted operational pipeline analyses and assessments to support planning for all delivery modalities.
- Compiled data and contributed to key reports (e.g., Outstanding Delivery Report, physical inventory status report, losses report), ensuring data accuracy for informed decision-making.
- Coordinated timely ordering and delivery of commodities to partners, achieving a 100% on-time delivery record for all consignments.
- Provided technical support for the SAP corporate system to ensure uninterrupted operations.
- Monitored inventory management processes to track trends and maintain accurate inventory status from source to beneficiary.
- Facilitated the effective delivery of food assistance to beneficiaries by supporting logistics operations.
- Participated in monthly physical inventory checks and reconciled stock between the physical count and the SAP corporate system, ensuring high accuracy.
- Resolved technical queries and requests for support, ensuring a high standard of client service.
- Identified and promptly communicated issues within the unit to the supervisor for resolution.

Administrative Officer

Bsmat Wojod Initiative – Sana’a, Yemen

Feb 2012 – Jan 2015

- Directed public relations initiatives, significantly enhancing the organization's visibility and brand presence.
- Spearheaded event coordination and preparation, ensuring the smooth execution of all functions.
- Developed and drafted comprehensive project plans, providing strategic support during the initial planning phases.
- Oversaw field visits to monitor project progress, managed the distribution of aid, and conducted pre-project surveys to inform planning.
- Managed the organization's social media networks (Facebook, Twitter, Instagram), which resulted in increased online engagement.
- Streamlined communication by promptly receiving and delivering all correspondence to relevant parties.
- Represented the foundation at major events and provided support for all purchasing and procurement needs.

Education

- Bachelor's Degree in Business Administration | Sana'a University | 2017
- Diploma in English for Business | Yemen America Language Institute (YALI) | 2020
- Diploma in English Language | Yemen America Language Institute (YALI) | 2015

Certifications

- Training Course in Projects Management | Sunrise company | 2016
- Training Course in Administrative Planning | Basmtna-Salam Foundation| 2016
- Training Course in Administrative Management | Basmtna-Salam Foundation| 2016
- International Computer Driving License (ICDL) | General Telecom Institute (G.T.I) | 2014

Key Skills

Procurement & Supply Chain

- Strategic sourcing, vendor evaluation, RFQ/RFP/RFI handling
- Cost analysis, budgeting, spend analysis, contract negotiation, inventory control
- Tendering process, contract lifecycle management, supply chain risk mitigation
- Compliance with procurement policies, supplier scorecards, vendor performance evaluation

Technical Tools

- Microsoft Office (Excel, Word, Outlook), ERP (SAP, Focus, CPA)

Professional Skills

- Time management, documentation, reporting, procurement policy compliance
- Supplier relationship management, internal stakeholder coordination, conflict resolution

Languages

- **Arabic:** Native
- **English:** Proficient (C2 Level)