

ALI SALIH ELMASAAD

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Professional Summary

Procurement Specialist with 5+ years of experience in procurement, supply chain, and quality assurance in trading, healthcare, and academic sectors. Proficient in vendor negotiations, cost analysis, SAP ERP systems, and procurement workflow optimization. Known for attention to detail, regulatory compliance, and strong coordination across departments and suppliers.

Education

Bachelor of Science in Medical Laboratories
King Saud University – Riyadh, Saudi Arabia

Professional Experience

- **Senior Procurement Officer**
- Al Kuzama Trading Co. – Riyadh
- July 2023 – April 2025

- Conducted competitive supplier analysis based on price, specifications, and delivery timelines.
- Managed the end-to-end purchase order process and vendor coordination.
- Tracked delivery schedules and resolved supply chain issues.
- Verified supplier invoices and ensured accurate financial processing.
- Maintained vendor databases and procurement records.
- Recommended compliant and cost-effective procurement strategies.

- **Procurement Officer**
- Mawarid Group Co. – Riyadh
- June 2020 – June 2023

- Conducted market research and evaluated supplier bids.
- Negotiated contracts and pricing terms with vendors.

- Issued and followed up on purchase orders.
- Reconciled purchase orders with invoices.
- Monitored inventory levels and replenished stock as needed.
- Proposed improvements to procurement procedures.
- **Quality Coordinator**
 - Al-Rayan Medical Co. – Riyadh
 - November 2015 – August 2019
- Defined quality standards and documented quality control procedures.
- Trained lab staff in quality compliance and best practices.
- Analyzed data to monitor performance and quality trends.
- Investigated quality issues and implemented corrective actions.
- Supported regulatory audits and quality reporting.
- **Research Assistant**
 - Cellular and Molecular Imaging Research Center – King Saud University
 - September 2013 – October 2015
- Assisted in laboratory research and experiments.
- Maintained laboratory equipment and records.
- Supported faculty in applied medical science projects.

Skills

- Procurement & Supply Chain Management
- Vendor Negotiation & Cost Analysis
- SAP ERP System
- Market Research & Strategic Sourcing
- Microsoft Office (Excel, Word, PowerPoint)
- Process Improvement
- Communication & Team Collaboration
- Time Management & Task Prioritization

Languages

Arabic: Native

English: Very Good (Written and Spoken)