

CURRICULUM VITAE

WASIM AKRAM

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COVER LETTER

Seasoned **Procurement Officer** with a Certified Diploma in Materials Management and **17** years of Gulf-region experience. Specialized in strategic sourcing of consumables, MEP and electrical materials for large construction and facilities projects, consistently delivering on-time & cost-effective supply.

TECHNICAL QUALIFICATION:

Certified Diploma in Material Management from the International Council for Management INDIA 2012

COMPUTERS SKILLS:

- ❖ Certified Diploma in **MS Office** (Ms.-word, Excel and power point)
- ❖ Moral Knowledge Internet & Services.

OTHER TRAININGS QUALIFICATIONS:

- ❖ Attended all Special training sections regarding EDBS like Smart, Accpac 7.3, as well as **ORACLE** & other Commercial software.

SKILLS

- ❖ Leadership
- ❖ Negotiation.
- ❖ problem-solving skills
- ❖ Aggressive Team Player
- ❖ Time Management
- ❖ Strong Ability to work under pressure.
- ❖ ERP Knowledge.
- ❖ Communication.

WORK EXPERIENCE

Procurement Officer (SRACO Head Office Dammam KSA)

JAN 2014 up to date.



- ❖ Receive material requests in Oracle line wise, validate specifications for completeness, and assign them to the procurement team.
- ❖ Coordinate with project teams to align procurement schedules with project requirements.
- ❖ Vital correspondence with management and the project team.
- ❖ Obtain quotations and secure technical approval from site managers before final negotiations.
- ❖ Procure various types of materials including Safety, Cleaning, Furniture, and MEP materials.
- ❖ Prepare comparative statements, conduct negotiations, and issue purchase orders.
- ❖ Follow up with suppliers to ensure timely deliveries.
- ❖ Explore new suppliers to reduce single-source dependency.
- ❖ Coordinate with Team for special assigned tasks.
- ❖ Coordinate with the Accounts Department to ensure timely supplier payments.

PREVIOUS WORK EXPERIENCE

Buyer (Descon Engineering, Qatar L.L. C)

2008 to 2014.

- ❖ Request and evaluate quotations in line with company policies and specifications.
- ❖ Prepare comparative statements after collecting vendor quotations.
- ❖ Prepare detailed work orders for service contracts.
- ❖ Negotiate contracts, pricing, and payment terms to secure cost savings.
- ❖ Coordinate with planning and inventory teams to align purchases with demand forecasts.
- ❖ Issue purchase orders in the ERP system and track them through to delivery.

Personal Information

Name	:	Wasim Akram
Father Name	:	Tohid Khan
Date of Birth	:	2nd February 1977
Gender	:	Male
Marital Status	:	Married
Nationality	:	Indian
Religion	:	Muslim
Languages Known	:	Arabic, English, Hindi,
Passport Number	:	N 4594479
Date of Issue	:	07-04-2016
Date of Expiry	:	06-04-2026
Place of Issue	:	RIYADH
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