

ABDULLATIF ALKHALIFAH

Procurement | Corporate Relations | Vendor Management

Khobar, Saudi Arabia | +966 54 655 3123 | latef_123@hotmail.com

PROFESSIONAL SUMMARY

Procurement and corporate relations professional with hands-on experience in high-volume RFQs, purchase orders, and supplier management within regulated environments. Actively involved in post-award delivery and compliance follow-up for major entities including Saudi Aramco, KFUPM, SEC, Aramco Digital, and IMI. Proven contributor to maintaining strong supplier performance and vendor compliance.

PROFESSIONAL EXPERIENCE

Cellcone Co – Khobar, Saudi Arabia

Corporate Relations Supervisor | Jun 2025 – Present

- Supported conversion of **700+ RFQs** into awarded orders (POs / PAs).
- Actively followed up delivery schedules, compliance, and documentation requirements.
- Contributed to maintaining Supplier Performance Score of 95 (Well Performing).

Procurement / Administrative Officer | Jul 2024 – May 2025

- Managed end-to-end procurement activities including RFQs, POs, and delivery follow-up.
- Led vendor registration with Saudi Aramco, Aramco Digital, SAR, and IMI.

PREVIOUS EXPERIENCE

Baker Tilly MKM & Co – Bankruptcy Associate (Feb 2023 – Mar 2024)

- Financial & legal document review, compliance, and stakeholder coordination.

Alfardan Group – Sales Representative (Jul 2021 – Feb 2023)

- Client relationship management, documentation, and negotiation support.

EDUCATION & CERTIFICATIONS

BBA – Management Information Systems, Imam Abdulrahman Bin Faisal University

CIPP & CIPM – IPSCMI