

Citizen: Pakistani | Resident: Sharma, NEOM, Tabuk Region KSA | 📞: +966504884621 |
✉: mrashidiqbal01@gmail.com | 🌐: | <https://www.linkedin.com/in/rashid-iqbal-KSA> |

Rashid Iqbal

Procurement Officer

Education:

SZABIST ISLAMABAD, PAKISTAN | **MBA - MASTER OF BUSINESS ADMINISTRATION** | SEP 2014 |
ISLAMIA UNIVERSITY OF BAHAWALPUR, PAKISTAN | **BS (COMMERCE)** | AUG 2012 |

Professional Summary

Procurement professional with over 9 years of experience managing strategic purchasing operations for high-value projects in KSA and Qatar. Proven ability to build supplier relationships, negotiate favorable terms, and support cost-effective, timely procurement solutions. Adept at cross-functional coordination and aligning procurement with project goals.

Tools & Industry:

Well versed in: Strategic Sourcing, Request for Quotation, Supplier Evaluation, Purchase Agreement, Budget Alignment, Purchase Order (POs), Advance Payment, Cost Optimization, Logistics & Transport, Inventory Control, Supply Chain, Oracle ERP (Procurement & Inventory Control Module) Advance MS Office (Procurement tracking Log, & reports).

WORK EXPERIENCE:

PROCUREMENT OFFICER | **EI SEIF ENGINEERING & CONT. NEOM, KSA** | OCT 2023 – PRESENT

Key Responsibilities:

- Procure required materials and services in line with company requirements, ensuring cost-efficiency, quality, and timely delivery.
- Established relationships with reliable vendors to ensure a stable and efficient supply chain.
- Float RFQs (Requests for Quotation) to obtain quotations from suppliers based on specifications mentioned in material requests
- Evaluate supplier proposals for pricing, technical compliance, delivery timelines, and payment terms.
- Negotiate purchase agreements, securing favorable payment terms, volume-based discounts and early payment incentives
- Prepare, issue, and manage purchase orders while ensuring full compliance with internal policies, project specifications, and budgetary constraints.
- Monitor order status to ensure timely delivery and resolve supply & quality issues.
- Prepared and processed advance payment requests in compliance with contractual terms and financial controls.
- Proficient in supervising & controlling the logistics processes & services.
- Comprehensive understanding of customs clearance procedures, ensuring regulatory compliance and efficient documentation processing.
- Collaborate cross-functionally with project teams, storekeepers, and finance to plan procurement schedules and optimize inventory levels.
- Maintain comprehensive procurement records, prepare regular reports, and support internal and external audits.

Key Projects:

- Design, Build, and Construct – P183 Spine Precast Concrete Facility (NEOM)

PURCHASE OFFICER | REDCO INTERNATIONAL WLL, DOHA, QATAR | AUG 2018 – SEP 2023

Key Responsibilities:

- Source and manage local suppliers in alignment with operational requirements, and handled urgent procurement requests to support critical project timelines.
- Communicate with suppliers to verify item availability, negotiate favorable terms, and obtain competitive pricing for required materials.
- Issue PRs (Purchase Requisitions) & RFQs (Request for Quotation) to suppliers.
- Obtain and negotiate quotations from suppliers based on specifications mentioned in purchase requests.
- Prepare comparison sheets for items to be procured to identify the best quality and value for the organization.
- Issued purchase orders based on approved quotations, monitored order status, and collaborated with logistics and warehouse teams to ensure prompt delivery and accurate receipt of materials
- Maintain a comprehensive procurement log to monitor approved requisitions, purchase order status (approved, pending, or under review), partial deliveries, and outstanding with supplier

Key Projects:

- Qatar Airways Crew Accommodation Project, Doha, Qatar.
- Burj Marina – 38-Storey Residential Tower, Lusail City, Doha, Qatar.

INVENTORY SPECIALIST | REDCO INTERNATIONAL WLL, DOHA, QATAR | JUN 16 – AUG 18

Key Responsibilities:

- Maintain accurate records of stock movement, including receipts and issues to ensure inventory accuracy and traceability.
- Conduct regular cycle counts and full physical inventory audits to reconcile discrepancies.
- Ensured proper documentation of Delivery Notes (DNs), Invoices, Packing Lists.
- Maintain proper labeling, tagging, coding and storage of materials in compliance with company safety and organizational standards.
- Utilize ERP System for Goods Receipt Notes (GRN), Purchase Requisitions (PR), Material Receipt Vouchers (MRV), and inventory reconciliation.
- Coordinate with suppliers, transport companies, and internal departments to investigate and resolve delivery and stock discrepancies.

Key Projects:

- Qatar Airways – 12 New Departure Gates.
- Msheireb Downtown Doha – Phase 4 Development.
- Souq Waqif Underground Car Park Project.

Purchasing & Admin | MANDALI PAPER Mills LAHORE, PAKISTAN | DEC 2014 – MAY 2016

- Helped with office supply management, and maintain records of purchases and deliveries.
- Handle correspondence, emails, and phone communications, Order office supplies and equipment
- Assisted in filing and basic admin tasks and, supported team with daily procurement needs.

Soft Skills:

Capable of working without supervision, Multi-tasking, Presentation, Communication, Self -Motivation, Integrity, Quick Learning, Teamwork, Taking Initiative, Self-driven, Analytical Skills, Energy & clarity.

Language: English, (Fluent) Urdu, (Native) Arabic, (Basic)