

Ahmed Aldahoos

Procurement / Proposal Engineer

✉ ahmedaldahoos@gmail.com

☎ +966-50-708-4888

🌐 [linkedin.com/in/ahmed-aldahoos](https://www.linkedin.com/in/ahmed-aldahoos)

As a professional merchandise purchaser with an advanced background in supply chain management, and possessing more than four years of expertise in procurement and sales. My role has sharpened my negotiation abilities, enhanced my attention to detail, and strengthened my capacity to build and sustain robust relationships with both suppliers and end-users. I excel in overseeing complex procurement procedures, dedicated to enhancing outcomes through strategic sourcing and cost-effective solutions. I am passionate about leveraging my diverse skill set to foster success in any environment.

Education

● Manufacturer Engineer

Aug 2014 - Jan 2019

Robert Morris University, Pittsburgh - USA

My major primarily focus is on the design and operation of integrated systems aimed at producing high-quality, economically competitive products while optimizing time, energy, waste, and cost efficiency. Throughout my studies, I have gained diverse experience, including leading group projects, programming PLCs, designing and improving materials, and conducting research on the impact of Kaizen methodologies on industrial waste reduction.

- Bachelor of Science.
- GPA: 2.5/4.

Experience

● Procurement / Proposal Engineer

Jun 2024 - Present

Rezayat Trading Company (Rezayat Group), Khobar

Procurement Engineer with two years of experience in sourcing materials and equipment, alongside managing inventory and conducting cost analysis. Demonstrated success in negotiating with vendors to secure the best pricing and delivery terms. Skilled in applying analytical and problem-solving techniques to ensure that materials and services are procured in alignment with organizational goals and comply with company policies.

- Prepare & spread RFQs to qualified vendors and manufacturers.
- Negotiate and discuss received offer prices, delivery terms, payment terms, and warranty.
- Evaluating the best offer for the company priorities all of delivery time, price, and distance.
- Ensuring that the quantity and quality standards are met by the acquired items of the request, and highlighting the company terms, conditions, required test reports, and the supporting documents needed before issuing POs.
- Classifying the nature of materials on the issued PO and its origin, in order to effectively coordinate with all relevant departments, government, & supplier for syncretized material handling execution.
- Analyze supplier performance and evaluate their score based on, communication, response, OTD, and quality, and record it for future reference.

- Following up with suppliers on delivery before deadline, especially on critical occasions such as turnaround or shutdown.
- Maintain accurate and smooth operation of all procurement transactions and invoices with finance department to match payment terms.
- Conducting periodic review of inventory levels.
- Ensuring that proposals comply with relevant regulations, standards, and company policies, and identifying and mitigating potential risks.
- Analyzing previous proposals feedback to identify areas for improvement and implement best practices in proposal development

Sales & Marketing Engineer

Jun 2022 - Jun 2024

Rezayat Trading Company (Rezayat Group), Khobar

Selling, trading, and marketing complex scientific materials, technology, and services to local industries and businesses, including but not limited to Saudi Aramco, SEC, SABIC, NEOM, and government sectors, using portals such as SAP Ariba, Etimad, & Oracle. As well as tendering on high- or low-demand goods, aiming for the most profits, and estimating each opportunity's capability, risk, and cost to compete with others while maintaining an excellent supplier score.

- Preparing, reviewing, & issuing PO's using SAP system.
- Calculating materials costs & profits through QPS format.
- Preparing, reviewing, & issuing offers & quotations.
- Maintaining warehouse stock using SAP system.
- Preparing, reviewing, & issuing invoices using SAP system.
- Marketing potential goods to consumers in order to satisfy their needs.

Business Development Engineer

Jun 2021 - Jun 2022

Rezayat Trading Company (Rezayat Group), Khobar

Driving business growth by identifying opportunities, developing strategic plans, and building relationships. Bridging the gap between technical expertise and business strategy, assessing technical feasibility and market viability of potential projects. As well working closely with internal teams, negotiate deals, monitor and report on business development activities, by leveraging my engineering background to assess new products and services.

- Conducting market research, analyzing trends, and pinpointing potential clients and projects.
- Fostering connections with clients, partners, and management.
- Understanding client needs and developing tailored technical solutions that align with their goals.
- Participating in contract negotiations and closing deals with clients.
- Keeping abreast of industry trends, technological advancements, and competitor activities.
- Working with sales, marketing, product development, and other teams to drive growth and achieve business objectives.

Production Engineer

Nov 2020 - May 2021

Tabuk Pharmaceuticals Manufacturing Company, Dammam - 2nd Industrial City

During my Tamheer internship program, I gained valuable experience in good manufacturing practices (GMP), which are essential for ensuring product quality and safety. Through this program and establishment, I actively contributed to maintaining production lines efficiently by implementing strategies that saved time, reduced energy consumption, minimized waste, and lowered costs. This hands-on experience not only enhanced my understanding of manufacturing processes but also emphasized the importance of sustainability and operational excellence in a production environment.

- Overseeing the maintenance and upkeep of production equipment to ensure optimal performance and minimize downtime.

- Establishing and maintaining quality standards for machinery and products, conducting inspections, and identifying areas for improvement.
- Working with other departments, such as quality control, research and development, and management, to achieve production goals.

Instrument Technician

Saudi Aramco, Dhahran

Sep 2011 - Dec 2011

Throughout my brief time in the Apprentice Program (ITC), I have acquired knowledge in English, mathematics, computer science, and the protocols and practices of Aramco. This education proved beneficial for my studies abroad after I departed from this opportunity. I have been involved in identifying and addressing problems with instruments and control systems

- Identifying and resolving issues with instruments and control systems, often using diagnostic tools and specialized software.
- Regularly inspecting, troubleshooting, and repairing instruments to prevent malfunctions and ensure optimal performance.

Courses

• Six Sigma

Apr 2018

Quality improvement that measures how many defects there are in a current process and seeks to systematically eliminate them.

• Near Miss safety topic

Jan 2018

Quality improvement that measures how many defects there are in a current process and seeks to systematically eliminate them.

Skills

- Planning and prioritize
- Negotiations
- Communication & networking
- CRM
- Inventory Management
- Swiftly adapt & receive
- Analytical reasoning
- Technology & software aptitude
- Project management
- Digital transformation

Certificates

• Certified International Procurement Manager (CIPM)

Aug 2025

International Procurement and Supply Chain Management Institute (IPSCMI)

• Certified International Procurement Professional (CIPP)

Aug 2025

International Procurement and Supply Chain Management Institute (IPSCMI)

• Certified Manufacturing Engineer (CMfgE)

Jan 2019

Saudi Council of Engineers.

• Risk Management & Analysis

Dec 2016

The experience of comprising a series of measures that can be applied to prevent the occurrence or to allow the elimination of risks.

• Change Management

Jul 2016

Knowing a systematic approach to dealing with the transition or transformation of an organization's goals, processes, or technologies.

• OSHA

Mar 2016

Assure safe and healthy working conditions for working men and women by setting and enforcing standards.