



Saad Nawaz Abbasi

CONTACT

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-  Private

SKILLS

- Resilient under pressure
- Tactful diplomacy
- Knowledge of e-sourcing platforms
- Contract drafting and review
- Strategic planning capabilities
- Legal knowledge for contracts
- Decision-Making prowess
- Supply chain acumen

LANGUAGES

English

Fluent

Arabic

Fluent

Urdu

Native

PROFESSIONAL SUMMARY

Experienced professional with focus on procurement and supply chain management. Achieves cost savings and operational efficiency through strategic sourcing and vendor management. Utilizes strong negotiation and analytical skills to optimize procurement processes and drive value for company.

Offering strong background in negotiation, vendor management, and cost analysis. Knowledgeable about supply chain processes and contract management. Skilled in communication, problem-solving, and teamwork. Ready to use and develop procurement, analytical, and organizational skills in this role.

WORK HISTORY

Procurement specialist

01/2022 - Current

AOBSCO - Riyadh, Saudi Arabia

- Oversaw the preparation and processing of purchase orders, ensuring accuracy in documentation.
- Identified potential areas of cost-saving within the procurement process without compromising quality.
- Established relationships with vendors for better negotiation opportunities.
- Analysed market trends, contributing to strategic decision-making.
- Managed contracts and agreements, ensuring timely delivery of products and services.
- Collaborated with key stakeholders to identify procurement needs.
- Facilitated communication between cross-functional teams for smooth procurement process.
- Coordinated regular inventory audits for efficient stock management.
- Assisted in resolving any arising discrepancies or complaints from suppliers or clients regarding deliveries or payments made and owed.
- Tracked order acknowledgements, transport charges and other costs as required.
- Negotiated with suppliers to secure favorable terms.
- Handled complex negotiations with suppliers resulting in significant cost savings without sacrificing service level agreements.
- Ensured all purchases adhered strictly to budget limitations set by management.
- Sourced and verified quotations from suppliers before initiating purchase processes.
- Reviewed proposals and submitted reports to procurement heads for selection.
- Coordinated with inventory control to determine purchasing needs with high degree of accuracy.
- Facilitated decision-making by preparing cost comparison of material pricing.
- Monitored supply chain activities to validate quality of goods procured.
- Minimized customer complaints by verifying procured items met required quality standards.
- Worked with department heads to determine requirements for procurement activities.

- Maintained strong working relationships with suppliers and vendors to obtain favorable contract terms.
- Sourced new vendors and suppliers to boost product offerings and increase profit margins at each store location.

Assistant manager

04/2014 - 12/2021

Wadi Al khadra Plastic Factory - Makkah, Mecca Region

- Delegated tasks to team members efficiently improving overall productivity.
- Managed daily operations to ensure smooth running of the shop floor.
- Developed strong relationships with suppliers, ensuring cost effective and timely delivery of products e.g. Raw materials.
- Monitored sales performance regularly adjusting strategies as required.
- Managed cash registers accurately reducing discrepancies at end of day reconciliation.
- Minimized inventory loss for improved profit margins.
- Assisted in recruitment process to build an effective workforce.
- Handled customer complaints effectively, restoring trust in our brand.

Purchase officer

02/2011 - 02/2014

Saeed Foods supply co,Ltd - Islamabad, Pakistan

- Developed effective working relationship with vendors through open communication channels.
- Streamlined order processing which reduced lead times significantly.
- Maintained stock levels effectively by managing regular inventory checks.
- Collaborated with suppliers to negotiate favourable contracts.
- Managed product returns, ensuring swift resolution of issues.
- Located and investigated potential vendors to meet changing purchasing requirements.

EDUCATION**Bachelor of Arts:** Arts, 03/2012 - 03/2014**Sargodha university - Pakistan**

HOBBIES AND INTEREST

- playing cricket
- Book reading