

Mona Bawazir

Senior Purchaser

Munaa.bw@gmail.com

053 442 5169

Dammam, KSA.

CAREER OBJECTIVE

Results-oriented and dedicated Senior Purchaser with over 3 years of hands-on experience in procurement and supply chain operations. Proven track record in vendor management, logistics coordination, and regulatory compliance. Skilled in cost optimization and audit management. Committed to delivering value through strategic sourcing, efficient operations, and strong internal and external stakeholder engagement.

EXPERIENCE

2021 - Current

Senior Purchaser, Fugro-Suhaimi Ltd.

- Lead the procurement of materials, services, and critical items on an international scale, ensuring timely delivery and cost efficiency.
- Manage export and import operations, including full customs clearance requirements, ensuring compliance with regulatory standards.
- Collaborate with Accounts Payable to verify supplier SOA and arrange accurate, timely payments.
- Conduct supplier meetings to open accounts, negotiate terms, and secure credit facilities.
- Prepare, analyze, and manage departmental reports, including KPIs, supplier scorecards, spending analysis, and external provider evaluations.
- Support commercial teams in forecasting budgets and cost planning activities.
- Achieved cost saving through strategic sourcing and vendor negotiations contributing to annual budget optimization.
- Represent the supply chain department during internal and external audits, preparing and presenting necessary documentation to meet compliance standards.
- Actively seek to diversify supplier base to enhance supply chain resilience.

Purchasing Assistant

- Coordinate the procurement of materials locally, ensuring timely delivery and compliance with internal procedures.

- Ensured accurate and up-to-date data entry of purchase orders into the system, maintaining costs and data integrity.
- Ensured accurate and complete documentation of associated activities, adhering to company policies, procedures, and practices.
- Played a crucial role as a key user in successfully implementing the company's ERP system, by assisting in data migration, validation and system issue resolution.
- Acted as a key user and SME for procurement-related inquiries during the ERP rollout.
- Provided administrative support to the boarder supply chain and procurement function, helping maintain operational efficiency.

January 2021 - May 2021

Supply chain officer, Endress+Hauser (Internship)

- Handled Aramco portal activities, ensuring smooth and efficient operations.
- Updated sales orders in SAP upon receipt of goods, including MIGO Posting, and verified sales order fulfillment.
- Managed the updating of sales orders when goods were ready for dispatch, obtaining release approvals for delivery.
- Escalated reporting to the Supply Chain Team Lead and Logistics department as necessary, facilitating effective communication and issue resolution.

EDUCATION

Sep-2017-May 2021

Bachelor's degree in Management Information Systems, Imam Abdulrahman bin Faisal University, Dammam, Saudi Arabia.

Graduated with First Class Honors.

CERTIFICATION

CIPS Level 4 (In Progress)

SKILLS

IFS ERP

SAP ERP

Microsoft Office

Aramco Portal