

CRISTELUS P. GARAY

Procurement Engineer

Al Khobar, Kingdom of Saudi Arabia
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SUMMARY

Results-driven Procurement Engineer with extensive experience in strategic sourcing, contract management, data analysis, vendor management, and process improvement. Proven ability to drive cost savings without compromising quality. Skilled in navigating complex contracts and fostering strong vendor relationships. Committed to delivering exceptional results through innovative procurement approaches and continuous improvement.

SKILLS

Proficient in Microsoft Program (Word, Excel (SME), Outlook, Power Point, Visio & OneNote) • Intermediate experienced and SME in Microsoft's Power Platform (Business Intelligence, Automate & Apps) • SAP Ariba Spend Management • Oracle Cloud Application • Genesys Softphone • Salesforce • MS Customer Dynamics • Hardware Troubleshooting • Software Installation

PROFESSIONAL EXPERIENCE

Procurement Engineer

April 2025 – Present

Al Masaood Energy (Oil Industry Supplies & Services Co.), Al Khobar, Kingdom of Saudi Arabia

- Identified potential suppliers and vendors to fulfill service requirements effectively.
- Prepared and issued comprehensive Requests for Quotation (RFQs) outlining specific product and service requirements.
- Managed Purchase Orders (POs) within the ERP system, ensuring prompt payments and on-time deliveries.
- Maintained and updated supplier records, including delivery schedules, product portfolios, and pricing structures.
- Researched, evaluated, and qualified prospective suppliers to ensure alignment with company standards and requirements.
- Prepared detailed cost analysis reports to support budgeting and procurement strategies.
- Verified and confirmed the delivery of goods and completion of services in accordance with contractual agreements.
- Managed vendor selection processes and contributed to customer service standards by establishing expenditure benchmarks.
- Provided strategic pricing recommendations in the ERP system to support sales operations and revenue goals.
- Supported seamless internal operations by coordinating procurement services across multiple departments.
- Performed additional tasks and special assignments as directed by the direct manager

Procurement Engineer (*Royal Commission for Riyadh City Approved*)

February 2024 – April 15, 2025

Saudi Pan Kingdom Company (SAPAC), Riyadh, Kingdom of Saudi Arabia

- Prepared comprehensive Request for Quotations with detailed Bill of Quantities and Specifications for various suppliers (Quality/Material Testing, Concrete Ready Mix, Asphalt and, etc.)
- Prepared Invitation to Bid Package with detailed information for various suppliers (Bridge Scaffoldings and Formworks, Waterproofing, Architectural Landscape, Irrigation Network and, etc.)
- Provided identical information to all potential suppliers to ensure equal opportunity for quotations to meet the desired requirements.
- Evaluated competitive price quotations received from suppliers.
- Prepared the schedule of comparison/price analysis sheet and present it to the Project Manager and Procurement Manager
- Coordinated and participated in meetings between suppliers and company personnel, facilitating standardization and economical procurement.
- Collaborate with the Technical Department and suppliers to finalize quantity and quality specifications.
- Collated and reviewed Company Profile and Pre-Qualification Documentation from suppliers/subcontractors in collaboration with the Quality Department and for consultant approval.

- Prepared and reviewed the Material Submittal from the supplier to ensure it meets the specified project requirements, in collaboration with the Quality Department and for consultant approval.
- Monitoring and expediting shipments/delivery materials.
- Conducted a pre-inspection of delivered materials in collaboration with the Material Engineer to ensure compliance with standards before the consultant's inspection.
- Conducted a plant visit and pre-audit for the supplier to ensure compliance with the standards.
- Performed additional administrative tasks assigned by Project Management.

Project: **Link of Taif Road to Qiddiya Project (SAR 800+ Million)**

Location: **Al Taif Street, Riyadh, Kingdom of Saudi Arabia**

Client: **Royal Commission for Riyadh City**

Engineer II, Procurement

March 2021 – February 2024

Emerson Electric Asia Ltd., Quezon City, Philippines

- Managed end-to-end eSourcing activity, covering supplier engagement, data analysis, documentation, issue resolution, supplier training, bid reporting, and online award facilitation.
- Collaborate closely with Commodity Managers, delivering thorough monthly updates on supported commodities.
- Facilitate monthly global project updates with stakeholders and the global team.
- Drive ECM based contract drafting and revision, clause and term recommendations and coordinating approval processes.
- Maintain and manage business systems with meticulous detail and execute modifications to improve quality and efficiency.
- Expertly collect and analyze supply chain data, producing precise reports.
- Support Electro-mechanical commodities by identifying alternate suppliers to expedite shipment and mitigate shortages.
- Develop and maintain Documented Information-related documents, ensuring accuracy and compliance.
- Proactively identify and implement process improvements, collaborating with leaders for effective changes.

Projects:

- Led the consolidation of five analytical reports into the Global Supplier Performance and Quality Engineering Dashboard, providing real-time trend and historical data, resulting in 175 person-hour savings annually.
- Implemented an efficient Collection Request Ticketing System using MS Power Platform to streamline the process of requesting collection plan creation, modifications, request tracking, troubleshooting, and issue resolutions.
- Successfully spearheaded the enhancement of the Supplier Business Review Calendar functionalities.
- Quality Alert Notification system for Non-Conformance, ensuring timely communication to affected manufacturing sites.

EDUCATION

Bachelor of Science in Industrial Engineering
Technological Institute of the Philippines, Quezon City
January 2021

TRAINING AND CERTIFICATION

- Understanding Supply Chain Management | Philippine Institute of Supply Management
- Negotiation for Procurement | Procurement and Supply Institute of Asia
- Project Management Fundamentals | Whitehall Consulting


Cristelus P. Garay
Applicant