
NASSER ALMURAIDHIF

MANAGEMENT INFORMATION SYSTEMS

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SUMMARY

Results-driven Procurement Officer specializing in sourcing and supplier management. Demonstrated success in negotiating contracts and optimizing procurement processes to deliver cost savings. Analytical mindset and effective communication skills support organizational goals and compliance with policies.

EDUCATION

Bachelor of Science: Management Information Systems, 06/2024

Jubail Industrial College - Jubail, Saudi Arabia

EXPERIENCE

Administrative Assistant, 06/2025 - Current

CBRE GWS – Khobar

- Negotiated with suppliers to achieve best value, quality, and timely deliveries.
- Ensured adherence to procurement procedures by preparing purchase orders, contracts, and RFQs/POs.
- Assisted in resolving operational issues promptly while identifying opportunities for process enhancements.
- Coordinated logistics and managed inventory levels to maintain adequate stock availability.
- Assist vendor audits and performance evaluations to improve supply chain efficiency.
- Provide accurate and up-to-date records of leading procurement procedures.

Procurement Officer, 10/2024 - 06/2025

Simple Solutions Trading Maintenance & Services – Dammam

- Reduced delivery lead times through improved supplier coordination and tracking efficiency.
- Negotiated supplier contracts, enhancing product quality while reducing costs.
- Ensured compliance and accuracy by tracking purchase orders, deliveries, and invoices.
- Maintained comprehensive procurement records to support effective sourcing strategies.

CERTIFICATIONS

Fire Warden, 11/2025

Basic First Aid and CPR, 11/2025

Operational Excellence Awardee, 11/2025

SKILLS

Procurement

Negotiation

Purchasing Processes

Cost Optimization

Supplier Relationship Management

Budget Control

ERP Systems

Data Analysis

LANGUAGES

Arabic

English