

Summary

Highly motivated and detail-oriented Buyer with extensive experience in procurement, supplier negotiations, and inventory management. Proven track record in developing purchasing strategies, managing supplier relationships, and ensuring compliance with contractual obligations. Strong analytical skills and a self-starter attitude, capable of thriving in fast-paced, unstructured environments. Proficient in Microsoft Office and ERP systems, with in-depth knowledge of the Saudi market vendors and suppliers.

Experience

Procurement Specialist 02/2022 to 08/2024
Odfjell Technology Dammam, Saudi Arabia

- Developed and implemented purchasing strategies to maintain business profitability.
- Conducted market research to identify cost-effective and high-quality products.
- Negotiated contracts and policies with various suppliers, achieving favorable terms.
- Managed deliveries, ensuring compliance with contractual terms and timelines.
- Monitored stock levels and verified purchase requisitions to prevent shortages.
- Maintained detailed records and prepared comprehensive reports on procurement activities.

Procurement Specialist 07/2021 to 01/2022
Gulf Drilling and Maintenance Company Dammam, Saudi Arabia

- Established and nurtured professional relationships with key suppliers.
- Regularly visited supplier plants and conducted vendor interviews to stay updated on industry advancements.
- Ensured smooth procurement processes by managing costs, quality, and delivery targets.
- Provided technical and commercial support to various departments to enhance product knowledge.
- Applied sourcing policies and managed ERP system updates to reflect schedule changes and problem resolutions.

Procurement Specialist 08/2006 to 05/2021
Weatherford Dammam, Saudi Arabia

- Maintained current knowledge of KSA customs policies, administrative regulations, and legal requirements for purchasing goods.
- Reviewed market trends, prices, and delivery conditions to assess material availability and forecast future needs.
- Assisted logistics by preparing drafts and pre-negotiating contracts/orders with service providers.
- Develop a database of competent suppliers to meet current and future organizational needs.
- Prepared daily status reports for purchase requests and facilitated weekly discussions with management.
- Contributed to achieving departmental objectives by implementing QMS policies and reporting non-conformities.
- Assisted in drafting and reviewing supplier contracts, ensuring advantageous terms.
- Coordinated with suppliers to maintain project timelines, mitigating delays.
- Monitored inventory levels and collaborated with logistics for efficient material management.

Key Achievements:

- Streamlined supplier database creation, improving procurement efficiency.

- Successfully negotiated contracts, achieving cost savings and timely delivery.
- Implemented improved QMS processes, ensuring compliance and quality.

Procurement Coordinator
Sika Chemical

04/2006 to 08/2006
Dammam, Saudi Arabia

- Supported procurement operations by coordinating supplier communications and tracking payment schedules.
- Ensured compliance with safety, quality, and environmental standards in all purchasing activities.
- Assisted in the preparation of periodic reports detailing deviations and task execution.
- Solved procurement-related issues and escalated complex operational problems as needed.
- Developed and maintained process documentation to ensure alignment with policies and procedures.

Skills

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| <ul style="list-style-type: none"> • Microsoft Office 365 • ERP SAP • JD Edward 6.0 • IFS • SAP Ariba | <ul style="list-style-type: none"> • Budget and cashflow • Data analysis proficiency • Data entry speed • Microsoft office suite proficiency • Accounting software |
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CORE COMPETENCIES

- Procurement & Purchasing Strategies
- Supplier Negotiation & Relationship Management
- Inventory & Stock Level Monitoring
- Contract Management
- Market Research & Product Analysis
- ERP Systems Management
- Microsoft Office Proficiency (Excel, Word, PowerPoint)
- Effective Communication & Team Collaboration
- Detail-Oriented & Analytical Thinking
- Knowledge of Saudi Market Vendors & Suppliers

Languages

English:  Proficient	C2	Hindi: C2  Proficient
Urdu: C2  Proficient		Arabic: B1  Intermediate

Education

BBA
Bharathiar University

01/2018
Coimbatore