

MOHAMMED JAMEEL AL.KHAWAJA

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PROFESSIONAL SUMMARY

2-years of experience in SAP (responsible for operating day to day transactions, does activities like posting an invoice, collections, Purchase orders, Goods receipts, etc.

Over 5 years of experience in Office relevant Position. Officially Strong background in the Procurement. Project, activities, timing and office management. Ability to work in team and independent environments.

Looking forward for opportunity to seek responsible position and contribute in the success of the organization and further improve personal skills. High motivated and string belief to complete the given task in stipulated time with required result Taking Challenging tasks. Professional communication skills in English and Arabic. An experienced Computer Skills that includes MS Office, internet and email, Nitro Pro8 PDF software.



EMPLOYMENT HISTORY KSA & CANADA

**Dec, 2021 – Present Dhahran City,
Kingdom of Saudi Arabia**

**Procurement. (Rezayat Group of Company)
Client: Saudi Aramco - Dhahran.
Dhahran Area - Saudi Arabia.**

Duties & Responsibilities

- **SAP System**
- Purchase Supply of product/material.
- Determine the lowest cost for products/materials.
- Analyze market and delivery systems.
- Track and record orders.
- Organize and schedule procurements in a timely manner
- Preparing budgets, cost analyses, and reports.
- Overseeing and supervising employees and all activities of the purchasing department.
- Preparing plans for the purchase of equipment, services, and supplies.
- Maintaining and updating supplier information such as qualifications, delivery times, product ranges, etc.
- Maintaining good supplier relations and negotiating contracts.
- Communicate with vendors, clients, customers, team members, and managers to align goals.

**Jan, 2019 – Dec 2021 Jubail City,
Kingdom of Saudi Arabia**

**Procurement. (Rezayat Group of Company)
Client: Saudi Aramco - Berri Gas Plant.
Jubail Industrial Area - Saudi Arabia.**

Duties & Responsibilities

- Purchase Supply of product/material.
- Determine the lowest cost for products/materials.
- Analyze market and delivery systems.
- Track and record orders.
- Organize and schedule procurements in a timely manner
- Preparing budgets, cost analyses, and reports.
- Overseeing and supervising employees and all activities of the purchasing department.
- Preparing plans for the purchase of equipment, services, and supplies.
- Maintaining and updating supplier information such as qualifications, delivery times, product ranges, etc.
- Maintaining good supplier relations and negotiating contracts.
- Communicate with vendors, clients, customers, team members, and managers to align goals

**2017 - 2018 – Qatif City,
Kingdom of Saudi Arabia**

**Procurement. (Basman Environment for Plastic Recycling Company)
Qatif – Saudi Arabia.**

Duties & Responsibilities

- Overseeing and supervising employees and all activities of the purchasing department.

- Preparing plans for the purchase of equipment, services, and supplies.
- Following and enforcing the company's procurement policies and procedures.
- Reviewing, comparing, analyzing, and approving products and services to be purchased.
- Managing inventories and maintaining accurate purchase and pricing records.
- Maintaining and updating supplier information such as qualifications, delivery times, product ranges, etc.
- Maintaining good supplier relations and negotiating contracts.
- Researching and evaluating prospective suppliers.
- Preparing budgets, cost analyses, and reports.

2015 – 2016 Windsor, Ontario City,
CANADA.

Administrator Asst. HR. (Prism Group)
Windsor, Ontario - Canada.

Duties & Responsibilities

- Scheduling meetings and appointments.
- Taking notes and minutes in meetings.
- Ordering and taking stock of office supplies.
- Being a point of contact for a range of staff and external stakeholders.
- Writing and issuing emails to teams and departments on behalf of teams or senior staff
- Researching and booking travel arrangements for staff members
- Finding ways to improve administrative processes

2006 – 2013 Dammam City,
Kingdom of Saudi Arabia

Own Business (Alkhawaja Company Dammam)
Dammam – Saudi Arabia.

Duties & Responsibilities

- Handled daily operations for financial trading company.
- Negotiated with external vendors, to secure equipment for facility.



EDUCATIONAL PROFILE

Exam Passed	Board/ University	Re-marks
Bachelor Of Commerce Honors Business Administration.	University Of Windsor Windsor, Ontario Canada.	Passed 2014-2017



RELIVENT COURSEWORK

Certificates	
Project Management Professional Program Verification. - Canada	2015
Lean Six Sigma Greenbelt Training Verification. - Canada	2014
Work Ethics. – Saudi Arabia	2018
Time Management & Prioritizing. – Saudi Arabia	2018
Occupational & Communication Skills. – Saudi Arabia	2018
Labor Law Awareness. – Saudi Arabia	2018
Establishing & Managing your Successful own business. – Saudi Arabia	2010



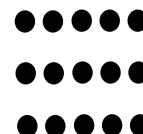
PERSONAL INFORMATION

- **Nationality**
Saudi Arabia
- **National ID**
1024956110
- **Marital Status**
Married



SKILLS SUMMARY

Microsoft Office
(MS Word, Excel, Power Point)
Computer Typing
Arabic & English



PERSONAL DEVELOPMENT

Undertake the required development to support achievement of your objectives.

The above information is true to best of my knowledge and given an opportunity to work for your esteemed organization, I am sure, I will delight you with my performance.