

Jaffar Zaki Alsheef

Saudi Arabia. (966)541182040. Jafar.shef@gmail.com

Linkedin.com/in/jafar-sheef-a437a7238

Summary:

Procurement professional in the oil & gas industry, specializing in strategic sourcing, supplier management, and cost optimization. Focused on enhancing supply chain performance, ensuring timely procurement, and supporting seamless operational delivery. Known for building strong vendor relationships and delivering value-driven procurement solutions.

Skills:

Communication | Organization | Time Management | Teamwork | Data Entry | Project Management | Problem Solving | Invoicing | Word Processing | Administrative Assistant | Negotiating.

Experience:

Furom Energy Technology, Eastern Province

Procurement Specialist, 06/2024

I'm the responsible for filtering the supplier quotations and issues the purchasing request, And the purchasing order. And my responsibility is to ensure that material is delivered on time with the right quantity, And negotiating to ensure we get the perfect cost.

Aqil Al-Faraj institution, Eastern Province
Supply Chin Manager, 03/2021-06/2024

I am the branch manager, And the responsible for the supply and demand, Responsible for handling all sales activities. I was the supervisor for seven customer service agents.

Education:

Degree in Supply Chain Management (08/2020) -(06/2023), Imam Abdulrahman Bin Faisal university, Khobar.

Courses:

- Certificate in Procurement and Sourcing Strategies (2022), Riyadh.
- Certificate in Development Supply chain (2022), Riyadh.
- Certificate in TIR (2022), Riyadh.
- Certificate International Procurement Professional (CIPP).
- Certified International Purchasing/Procurement Manager (CIPM).

Languages:

Arabic / Native

English / Proficient