

HASSAN OLAYAN

PROCUREMENT ENGINEER

PROFESSIONAL SUMMARY

Procurement Engineer with (5 years) specializing in full-cycle procurement within the construction industry. Proven ability to manage vendors, negotiate contracts, estimate costs, and manage materials. Actively participates in industry events.

CONTACT

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KEY SKILLS

- Sourcing & Vendor management
- Contract Negotiation
- Cost Estimation & Analysis
- Inventory follow up
- Supplier Evaluation & Qualification
- Terms & Conditions Negotiation
- Supplier Collaboration & Communication
- Procurement Software & Tools (e.g., e-procurement)

WORK EXPERIENCE

Procurement Engineer| 2021-Present

Gulf Crete Ltd.

- Managed in the entire Procure-to-Pay (P2P) cycle, from vendor selection and contract negotiation to order placement, delivery, and invoice verification.
- Served as a non-financial approver for most purchase orders related to construction activities, including material and machinery supplies.
- Oversaw the supply of materials and services to various project sites, ensuring adherence to project budgets and specifications.
- Conducted cost analysis for project resourcing.
- Participated in tendering processes, including the preparation and follow-up of tender documents.
- Proactively sourced new suppliers, maintained supplier catalogues, and evaluated their products and services.
- Collaborated with suppliers to ensure all products met project specifications and obtained compliance sheets.
- Reviewed cost estimations and identified materials required for projects, ensuring budget adherence.
- Negotiated with vendors and suppliers to secure best deals.
- Monitored material stock levels and machinery to maintain efficient operations.
- Collaborated with operations management to track project progress and control costs.
- Provided materials, tools, and equipment according to project standards.
- Processed vendor/contractor invoices for accounting verification and purchase order processing.
- Developed and implemented Service Level Agreements (SLAs) and Key Performance Indicators (KPIs) for key vendor contracts, resulting in reduction in average lead times for critical materials.
- Monitored vendors/suppliers to identifying areas for improvement and driving corrective actions.
- Conducted regular reviews of contracts to ensure compliance and identify opportunities for cost optimization.
- Through strategic sourcing and negotiation, achieved a 10% reduction in overall material costs for Neom Running Tunnel.

Site Engineer| 2019-2021

Gulf Crete Ltd.

- Planned and scheduled construction activities to ensure timely project completion.
- Inspected facilities, analyzed operational data, and generated reports following SOPs.
- Led and motivated teams to efficiently deliver daily tasks and achieve project goals.
- Managed manpower allocation for assigned site projects.

Site Engineer| 2017-2019

Metten

- Prepared project sites for construction based on instructions and plans.
- Generated project reports for project management teams.
- Performed material receiving inspections, ensured proper storage, and maintained records.
- Participated in project meetings with the project management team.

CERTIFICATIONS

Construction Project Management

Arab Academy for Science ,Technology, and Maritime Transport

Environmental and Installations in Buildings

Arab Academy for Science ,Technology, and Maritime Transport

CIPP/CIPM certification

IFPSM

Certified Professional Site Engineer

Arab Academy for Science and Technology

Procurement Masterclass & ChatGPT, and Productivity & Teams

Udemy

ACADEMIC HISTORY

Arab Academy for Science and Technology| 2016

Bachelor of Science in Civil Engineering (Construction & Building Engineering)

COMPUTER SKILLS

Computer-Aided Design (CAD)

AutoCAD 2D, 3D, Revit (Structural), TEKLA

Computing

MS Office Suite, Odoo

Personal Skills

Teamwork, Leadership, Time-management

LANGUAGES

Arabic

Native

English

Fluent

REFERENCES

Available upon request