

ABDULLAH A. ALQARNI



I am seeking a competitive and challenging environment where I can serve your organization and establish a career for myself, and where I can fully use my skills for the success of the organization. Also, to obtain a position in the management department of a large corporation.



High School Department of Natural Science



TRAINING COURSES

- Photography and television Course for two years. Vocational Training Center in Dammam 2001 -2003
- Computer Course
- Time Management Workshop
- Strategic Negotiations
- Problem Solving for Leaders
- Strategic Thinking
- Taking Initiative
- Coronavirus Guarding Against COVID-19
- English Getting Around
- Enhancing Your Productivity
- Microsoft Excel Training
- Project Procurement Management



Purchasing Officer - Customs | Al-Othman Agri Prod & Proc Co.
JON 2014 - TILL DATE

- In-charge of purchasing spare parts/Consuming items.
- Updating records for ISO internal and external audits.
- Searching and obtaining quotations for purchase requests.
- Keep the purchasing manager informed of all activities or problems and submit reports as requested by management.
- Negotiating with supplier financial terms within the limits given by Purchasing manager.

- Analyze price proposals, financial reports, and other information to determine reasonable prices.
- Negotiate payments on behalf of the organization
- Verifies purchase requisitions by comparing items requested to master list; clarifying unclear items; recommending alternatives.
- Prepares purchase orders by verifying specifications and price, obtaining recommendations from suppliers. For substitute items; obtaining approval from requisitioning department.
- Verifies receipt of items by comparing items received to items ordered; resolves shipments in error with suppliers.
- Authorizes payment for purchases by forwarding receiving documentation.
- Constantly review the status of the confirmed orders.
- Take necessary actions to identify and avoid late delivery

• **Purchaser Delegate | Dammam Palace Hotel**

- JON 2013 – MAY 2014

• **Purchaser Delegate | Saudi Paper Converting Co.**

- MAR 2008 – JON 2013

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• **Purchaser Delegate | Prince Mohammed Bin Fahad University PMU**

- AUG 2006 – MAR 2008

• **Purchaser Delegate | Al-Osais Contracting Co.**

- SEP 2004 – AUG 2006



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| • Highly organized individual. | • Self-motivated, hard-working individual |
| • Responsible, efficient, and flexible | • Negotiation, Analytical & problem-solving skill. |
| • Enjoy working as a team member as well as independently | • Ability to adjustment for plans based on sudden changes either by market or requester. |



REFERENCES

Available Upon Request