

Professional Summary

Detail-oriented and strategic **Procurement & Business Development Specialist** with proven experience in vendor negotiation, **SABER certification procedures**, **SFDA coordination**, and **international procurement of spare parts**. Skilled in developing and executing sourcing strategies, ensuring compliance with regulatory standards (ZATCA, SFDA, SABER), and building long-term supplier relationships. Adept at managing cross-border logistics, coordinating production line installations, and driving cost-effective solutions that align with corporate objectives.

Professional Experience

Integrated Trade Company – Al Khobar

Procurement Specialist & Business Developer | Oct 2022 – Present

- Developed and implemented procurement strategies supporting organizational efficiency and growth.
- Managed end-to-end **SABER certification** process to ensure product compliance and smooth import approvals.
- Collaborated closely with the **Saudi Food and Drug Authority (SFDA)** to register and clear medical and industrial products.
- Worked closely with a **water manufacturing company**, coordinating and **following up on the installation and commissioning of a full production line**, ensuring technical specifications, timelines, and quality standards were achieved.
- Supervised the **procurement and logistics of machinery, spare parts, and equipment sourced internationally**, managing customs clearance and supplier documentation.
- Coordinated cross-department communication between engineering, logistics, and production teams to ensure smooth project execution.
- Negotiated contracts with vendors and service providers to achieve optimal value for cost, quality, and delivery.
- Prepared purchase requisitions, processed invoices, and ensured compliance with **ZATCA** and internal policies.
- Built and maintained supplier databases, monitored procurement KPIs, and generated cost-saving reports.
- Worked directly with partner companies to identify workflow improvements and strengthen long-term collaborations.

Freelance – Al Khobar

Event Organizer & Procurement Coordinator | Aug 2021 – Oct 2022

- Managed procurement of venues, materials, and services—creating cost-effective sourcing and logistics plans.
 - Negotiated pricing and contract terms with suppliers and service providers.
 - Coordinated vendor selection, delivery schedules, and logistics management.
 - Tracked requisitions and maintained accurate documentation for orders, invoices, and payments.
 - Developed and sustained supplier relationships to align procurement with event objectives.
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Education

Bachelor's in Project Management | Midocean University

Skills

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| • Procurement Strategy & Process Optimization | • Contract Negotiation & Administration |
| • SABER Certification & SFDA Coordination | • Budget Monitoring & Cost-Saving Analysis |
| • International Logistics & Spare Parts Procurement | • Compliance: ZATCA, SABER, SFDA, Internal Policies |
| • Vendor & Supplier Relationship Management | • Procurement Software & MS Office Proficiency |
| • Production Line Installation Coordination | • Strong Communication, Analytical & Problem-Solving Skills |
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Languages

Arabic: Native | English: Fluent