

MOHAMMED BILAL (CIPP/CIPM Certified)

SR. PROCUREMENT OFFICER

Al Murooj, Riyadh

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PERSONAL STATEMENT

I am a highly motivated and detail-oriented Senior Procurement Officer with 10 years of experience in managing end-to-end procurement activities, supplier relations, and contract negotiations. My background in sourcing, budgeting, and compliance has helped organizations streamline procurement processes, reduce costs, and ensure timely delivery of quality goods and services.

SKILLS

- Purchasing & Procurement Procedures
- Vendor Sourcing & Management
- Contract Negotiation
- Purchase Order (PO) Processing
- Inventory & Supply Management
- Cost Analysis & Budget Management
- Request for Quotation (RFQ)/Proposal (RFP)
- ERP Systems (SAP, Odoo etc.)
- Market Research & Price Benchmarking

EMPLOYMENT HISTORY

Designation: Sr. Procurement & Estimation Officer

Employer : Advanced Circle Trading & Contracting Company
Location : Riyadh, Saudi Arabia
Period : From May 2023 until present
Experience : 2 Years



Advanced Circle Company for trading and contracting is a leading contractor based in Riyadh, Saudi Arabia, renowned for its expertise in civil work, interior fit-out, MEP, water treatment, façade construction, and insulation techniques. With a wealth of experience, Advanced Circle excels in creating innovative and high-quality project solutions.

JOB RESPONSIBILITIES

- Source, evaluate, and select suppliers based on quality, price, delivery, and service.
- Prepare and issue purchase orders in accordance with company procedures.
- Track orders and ensure timely delivery of goods and services.
- Liaise with internal departments to determine procurement needs and specifications.
- Negotiate prices and terms with suppliers to achieve optimal value.
- Maintain an up-to-date database of suppliers, contracts, and purchase records.
- Ensure compliance with company procurement policies and industry regulations.
- Monitor inventory levels and collaborate with warehouse and finance teams.
- Resolve issues related to deliveries, quality, or invoicing with suppliers.
- Assist in preparing procurement reports and forecasts for management

Designation: Procurement Officer

Employer : West Bay Contracting Company (WBC)
Location : Riyadh, Saudi Arabia
Period : From January 2017 to April 2023
Experience : 6 Years



WBC is a specialized Fit-Out & Construction Contracting Company established since 2007. WBC has evolved growth and development strategy to position itself as one of the advanced Fit-out & construction solution providers in managing and executing diversified projects' types such as Hotels, Shops, Restaurants, Hospitals, Commercial, Residential Complex, Offices, Private Villas, Defense Amenities & Buildings and others.

JOB RESPONSIBILITIES

- Preparation & Processing of Supplier/Subcontractor Work Orders/Purchase Orders, Progress Payment Sheets & Payment Requests.
- Maintaining & updating records/database of various categories of approved Suppliers
- Ensuring all documents are as up to date as possible within electronic filing systems.
- Preparing Purchase Orders & Cost Comparison Analysis.
- Preparing RFQ's and forwarding it to relevant suppliers/agents to obtain Quotations.
- Preparation & submission of Pre-qualification questionnaires and related documents.

Designation: Procurement Coordinator (Projects Division)

Employer : Alasala Education & Training Co. (Projects Division)
Location : Riyadh, Saudi Arabia
Period : From June 2015 to December 2016
Experience : 1 Year & 6 Months



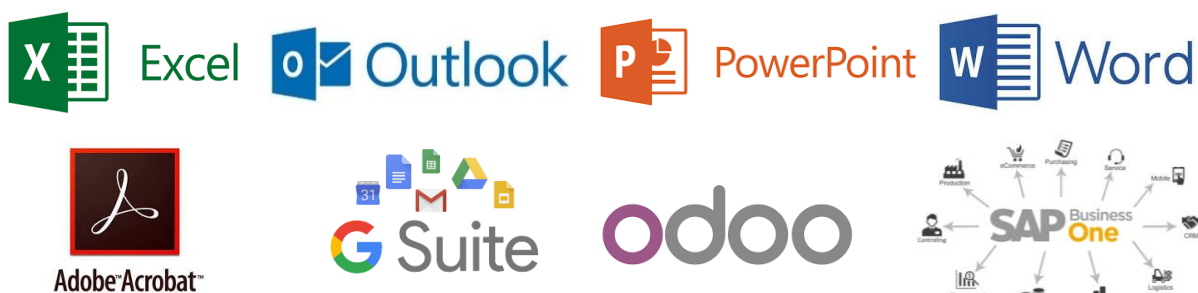
JOB RESPONSIBILITIES

- Oversee raw materials procurement processes, ensuring appropriate remittance and delivery
- Build relationships with existing vendors and identify new vendors to service emerging needs
- Identify procurement processes to be improved or made more efficient
- Work with project managers to ensure materials availability

EDUCATIONAL QUALIFICATION

Examination	Board of Examination	Institution
EMBA (LOGISTICS & SUPPLY CHAIN MANAGEMENT) Ongoing	HIMALAYAN GARHWAL UNIVERSITY	HIMALAYAN GARHWAL UNIVERSITY
B. TECH (ELECTRONICS & INSTRUMENTATION)	COCHIN UNIVERSITY OF SCIENCE AND TECHNOLOGY	COLLEGE OF ENGINEERING, KIDANGOOR

COMPUTER PROFICIENCY & SOFTWARE PACKAGES



PERSONAL DETAILS

- Date of Birth : 31st October 1988
- Nationality : Indian
- Marital Status : Married
- Language Known : English, Arabic, Hindi & Malayalam
- Iqama Number : 2387069137
- Iqama Status : Transferrable
- Driving License : Valid Saudi Arabian Driving License

DECLARATION

I hereby declare that the above-furnished statements are true to the best of my knowledge and belief.

MOHAMMED BILAL

Signature