

JABIR ALI

PROCUREMENT OFFICER

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Jubail, Saudi Arabia

Dear Hiring Manager,

I am writing to express my strong interest in the Procurement Officer position with your organization. With over 4 years of experience in strategic sourcing and procurement within the petrochemical and construction industries, I am confident in my ability to contribute significantly to your procurement operations.

As a Project Buyer at TRADEX, I currently manage end-to-end procurement activities for major petrochemical projects, developing comprehensive procurement plans and negotiating supplier contracts to ensure optimal pricing. Previously, at Expert Arabia Construction Co., I successfully managed comprehensive procurement of products and services while maintaining strong vendor relationships and ensuring compliance with regulations.

Key achievements in my career include:

- Led procurement activities for projects with industry leaders including ARAMCO, SATORP, and Amiral Projects
- Implemented strategic sourcing initiatives resulting in cost savings while maintaining quality standards
- Developed expertise in petrochemical/oil & gas procurement and safety/industrial equipment sourcing

My Master's in International Business Management along with a Bachelor's in Marketing Management, combined with proficiency in enterprise systems like SAP and various e-procurement platforms, positions me well to drive efficiency in procurement operations.

I am excited about the opportunity to bring my expertise to your organization and would welcome the chance to discuss how I can contribute to your procurement team.

Best regards,

Jabir Ali

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PROFESSIONAL SUMMARY

Results-driven Procurement Officer with 4+ years of experience in strategic sourcing, vendor management, and project procurement within petrochemical and construction industries. Proven track record of optimizing supply chain operations, negotiating cost-effective contracts, and managing complex procurement processes for high-stakes projects in Oil & Gas and Construction sectors.

PROFESSIONAL EXPERIENCE

PROJECT BUYER

TRADEX - Noor Al Reef Trading Co. | Jubail, Saudi Arabia

2024–2025

- Lead end-to-end procurement activities for petrochemical projects
- Develop comprehensive procurement plans aligned with project timelines and budgets
- Negotiate supplier contracts to ensure optimal pricing and quality standards
- Manage logistics and transportation of critical project materials
- Oversee vendor performance and compliance with project specifications

PROCUREMENT OFFICER

Expert Arabia Construction Co. | Jubail, Saudi Arabia

2021–2024

- Managed comprehensive procurement of products and services
- Negotiated and drafted vendor contracts with precise terms and conditions
- Conducted supplier performance analysis and maintained robust vendor relationships
- Prepared and maintained critical daily, monthly, and quarterly procurement reports
- Ensured strict compliance with procurement regulations and company policies

PROCUREMENT OFFICER & INVENTORY CONTROLLER

Ashtel Group Co., UAE

2019–2020

- Monitored inventory levels and identified strategic purchasing requirements
- Conducted comprehensive market research to identify optimal pricing trends
- Evaluated and negotiated vendor offers to maximize cost-effectiveness
- Maintained meticulous records of invoices, contracts, and order details
- Coordinated with warehouse staff to ensure product quality and timely delivery

EDUCATION

Master of Business Administration

International Business Management

T John College, Bangalore, India

Bachelor of Business Administration

Marketing Management

Madurai University, 2017 - 2019

CORE COMPETENCIES

- Strategic Sourcing
- Vendor Relationship Management
- Contract Negotiation
- Project Procurement
- Supply Chain Optimization
- Risk Management
- Inventory Control
- Supplier Performance Evaluation

SPECIALIZED EXPERTISE

- Petrochemical/Oil & Gas Procurement: Projects with ARAMCO, Riyas Projects, SATORP, Amiral Projects
- Safety and Industrial Procurement: Mechanical, Electrical, and Industrial Equipment

TECHNICAL SKILLS

- Enterprise Systems: SAP, SolidWorks
- Procurement Software: E-procurement platforms
- Project Management Tools
- Supply Chain Analytics

CERTIFICATIONS

- Basic First Aid Certification
- STCW 2010 Certification
- SolidWorks 2010 Certification

LANGUAGES

- English
- Hindi
- Tamil
- Arabic
- Malayalam

ADDITIONAL INFORMATION

- Valid Saudi Driving License
- Current Employment Visa