

MAQSOOD ALI

Procurement Specialist | MBA – Finance | MBA – Marketing | B.com |

Yanbu, Al Madinah, Saudi Arabia

+966-53-7114469

Maqsood_ims@yahoo.com

Professional Summary

Results-driven Procurement Specialist with over 12 years of progressive experience in strategic sourcing, vendor management, and contract negotiation across diverse industries. Adept at optimizing procurement processes, reducing costs, and ensuring compliance with organizational and regulatory standards. Proven ability to build strong supplier relationships, manage complex procurement projects, and collaborate cross-functionally to meet business objectives.

Areas of Expertise

Strategic Sourcing	Bid Evaluation	Contract Negotiation
Cost Reduction	Accounting	Financial Planning & Reporting
Budget Planning & Forecasting	ERP (SAP, S/4 HANNA)	Account Payable / Receivable
Cross-functional Collaboration	Leadership	Microsoft Office

Key Achievements:

- Negotiated supplier contracts resulting in a **15–30% reduction in procurement costs**.
- Implemented strategic sourcing initiatives that saved the company over **SAR 2 million annually**.
- Streamlined procurement workflows and **reducing purchase order cycle time by 40%**.
- Developed a standardized vendor evaluation system, improving supplier performance and compliance.
- Successfully on-boarded **20+ new vendors**, expanding the supplier base and increasing competition.
- Ensured **100% compliance** with internal procurement policies and external regulations.

Work Experience

Specialist, Procurement

(2023 – Present)



Marafiq / MaSa Service Company – Yanbu

- Review and verifying the Purchase Requisitions.
- Evaluating bids, soliciting and acquiring contracts.
- Conduct negotiation of agreement terms independently, ensure that negotiated contracts meet business needs.
- Draft contract language that reflects negotiated terms in a professional manner.
- Engage vendors in negotiation of favorable economic terms.
- With guidance, negotiate risk allocation terms with an acute understanding of business.
- Exercise ability to negotiate multiple agreement types simultaneously.
- Accurately document all negotiations and communication details.
- Analyzes price proposals, financial reports, and other data to determine reasonableness of prices.
- Evaluates or monitors contract performance to determine necessity for amendment or extension of contracts, and compliance to contractual obligations.
- Reviewing and overseeing the execution of contracts.

Procurement Officer (2019 – 2023)

Water & Sanitation Services Peshawar (WSSP)



- Coordinate the registration of potential vendors and engage the local / international markets, as applicable.
- Manage the procurement processes, including vendor selection, negotiation, and contract award.
- Collaborate with different departments to understand their purchasing needs and requirements.
- Collaborate with internal departments, including engineering, operations, and finance, to align procurement activities with company goals.
- Maintain accurate records of procurement activities, including purchase orders, contracts, and supplier evaluations.

Project Accountant**(2017 – 2019)**

Mott MacDonald – MM Pakistan JV - Consultant

**Finance Officer****(2013 – 2017)**

Jaseena International (Dubai)



- Create, maintain, and update purchase requisitions through the SAP S/4Hana system, in accordance with contractor outline agreements.
- Review, process and reconcile contractors' invoices and payments against purchase order.
- Generate reports including Payroll, A/R, Contract Status, and Job Cost.
- Prepare and monitor project budgets and conduct regular budget reviews to ensure project stays within the budget
- Generate periodic financial reports and performance dashboards to effectively communicate financial status to stakeholders.

Education

MBA – Finance	University of Peshawar	(2019 – 2021) CGPA 3.7 out of 4.
MBA – Marketing	Institute of Management Science	(2010 – 2012) CGPA 3.6 out of 4.
B.com	University of Peshawar	(2008 – 2010) Grade – A

Personality Traits

- Skilled at building and maintaining strong collaborative business relationships.
- Ability to think critically and in a complex environment and effective decision making with cross-functional teams.
- Excellent oral and written communication skills with effectively and persuasively articulate positions (electronically and verbally).
- Effectively delegate tasks and measure progress, work independently and within teams on both strategy and tactical projects with minimal supervision.

Language

English - Fluent

Arabic - Beginner