

PROFILE:

Procurement and Purchasing professional with 34+ years of experience in the GCC including 20+ years in KSA. Strong knowledge in all construction market commodities, materials and systems. Excellent relations and vast network with the industry manufacturers, suppliers and subcontractors. Managed the entire procurement process by establishing procurement plans from analyzing project specifications, budgeting, materials selection, prequalification of subcontractors, approvals, purchase requests, purchase orders, scheduling deliveries and final inspections. Negotiated contracts and credit lines with industry providers that resulted in substantial cost savings for the companies.

OBJECTIVE:

With cultivated sense of quality and performance management, searching for the position of a Purchasing or Procurement Manager in contracting company, where I can prove my potential at handling procurement services and creating relations loyal suppliers base to contribute towards sustainable development of organization in the long run.

SUMMARY:

- Wide experience in handling procurement functions and issues
- Managed purchasing and sourcing of subcontractors.
- Proficient and process driven management of post-procurement services, administration, and search for new marketing.
- Good research aptitude and networking management.
- Proficient in developing advertising and marketing modules.
- Searching for the lowest price and the required goods according to the specification and suppliers.
- Sourcing and selecting subcontractors and agreeing on the scope of works. Negotiating prices and the timetable for completing the agreed work and following up on his attendance at the site.

SKILLS:

- Strong communication skills and interpersonal abilities to lead a team.
- Market oriented understanding and abilities to offer result-based performance.
- Expertise in strategic and tactical level management.
- Suppliers' relationship management with highly developed technical performance.
- Administration and time management skills to accomplish the target-based jobs.

TECHNICAL SKILLS:

- Microsoft Office programs & applications.
- Strong communication.
- Exceptional problem-solving/ analysis.
- Outstanding management and leadership.
- Supervise the acquisition of talent and experience necessary for operation.
- Ensure alignment with strategic objective and negotiate contract terms & conditions.
- Strengthen relationships with vendor or partners.
- Database management (ERP).
- Excellent data warehousing and data mining.
- SAP & ERP system knowledge.

EXPERIENCE

Ayar International Contracting Co.
Procurement Manager

Riyadh, KSA
FEB 2022 – MAY 2024

- Setting up the Procurement Department and defining the ERP Procedures.
- Forming partnerships with the Supply Chain.
- Signing deals with key suppliers and manufacturers for the best competitive prices and credit lines.
- Studying project specifications and selecting the most technically compliant and cost effective at the best commercial conditions within the project budgets.
- Responsible for all materials & systems approvals with the consultants and clients
- Finalizing deals with suppliers and subcontractors to achieve the most cost savings on the projects' budgets.
- Responsible for procurement of all construction, MEP and Finishes materials from purchase requests, purchase orders, to payments and until final material delivery to project sites.
- Assisting the estimation department on the best procurement prices for major items in order to achieve targeted budgets on new projects and assist in winning new projects.

SAUDI LEBANESE TAROUK CONTRACTING CO
Procurement & purchasing Manager

KSA-Riyadh
2019-2021

- Managing purchasing and subcontractor
- Comparison sheets include three quotations for materials and contractor
- Weekly schedule of materials delivery dates and subcontractor
- Follow up with subcontractor daily until the completion of the work.
- Payment schedule for the materials and contracting and coordination with project management and cost control.
- Bring all the papers for materials (certificate of origin, factory test, delivery note, warranty)
- Purchasing materials from outside the kingdom and dealing directly with the agent
- Consider the price, time and specification required.
- projects cost control and follow up on budget.
- Managing all technical and civil works required by the consultant ❖ Preparing a list of new sources if needed so that the project is not delayed.

ABYAT
Procurement & purchasing Manager

KSA-Riyadh
2015 – 2018

- suppliers' communication for scheduling and delivery
- Stock Management
- Delivery Management
- Client survey after delivery
- Executing & closing of delivery through SAP

- Managing purchasing expectations and requested
- Managing the suppliers and outsourcing contractors
- Assuring the quality of products with traders & logistics

Hassan Bin Ali Group
Purchasing & Services Manager

Bahrain
2010 – 2015

- Purchasing of marble, granite, and ceramic tiles
- indoor and outdoor customer services
- purchasing of the Jordanian stone and Italian stone
- marble and granite shaping and cutting production.
- purchasing of floor parquet and fixing production
- painting supervision and all kind of interior design / decorations and executions
- follow up outdoor sales collections.
- projects cost control and follow up on budget.

Majid & Mohammed Trading
Purchasing Manager-building & Finishing Materials

Bahrain
2008 – 2010

- Stock management.
- Managing purchasing staff.
- Purchasing of all products and solutions.
- Projects delivery management
- Scheduling of client's delivery & completion.
- Preparing of proposals and negotiations
- Managing the display & developing the products.

AFCO
Procurement Manager

Bahrain
2004 – 2008

- plan, schedule, and control the field work.
- monitor the project schedule to ensure timely completion.
- co-ordinate with other trades
- Office administration work and setup.
- Responsible for material selection and approvals and cost negotiation
- Preparation for shop drawings, planning & scheduling, and labor allocation ❖ Preparation of project design and measurements.

Osama Y. Arar

KSA- Riyadh

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Gulf Acrylic Manufacturing

Dammam, KSA

Procurement Manager

1993-2004

- plan, schedule, and control the field work.
- monitor the project schedule to ensure delivery within the planned time.
- develop and maintain excellent client relationships and deal with people at all levels.
- review and amend, if necessary, project drawings and documents
- manage the projects technically, financially, and contractually.
- ensure installation for high-rises commercial & residential buildings to successfully conduct the projects.
- Responsible for materials approval, shop drawings, scheduling & managing labors & outsource contractors.
- co-ordinate with other trades
- projects budgeting and estimation.
- attend weekly meetings with main contractor and consultant.
- leadership and managing a professional team of 15+
- manage the projects according to client budget, specifications, and time frame.

Al Zamil Glass

Dammam, KSA

Procurement Division

1991 – 1993

- Projects preparation / designs and cost estimating
- Glass installation for domestics, commercial, residential, and industrial projects supervision and execution
- Responsible for material approval, shop drawings, planning & scheduling, labor allocation.
- Follow-up on budget and cost control.
- Execution and supervision for aluminum cladding
- Coordinate with other trade.
- Deliver the projects on time within budget.

LANGUAGES:

- Arabic – excellent level
- English – excellent level

PERSONAL INFORMATION:

Full Name: **Osama Yusuf I arar**
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