

# Ahmad Ibrahim Al-Fraih

## Head of procurement & Contracts

A highly professional Procurement management with distinctive experience in the top level of management through working in the areas; System administration, Project management, Procurement and IT. Skilled in procuring supplies, analyzing the organization needs, scheduling purchases and predicting material requirements. Able to maintain financial records to a high standard and work within budgets, maximizing working capital. I have commercial awareness in understanding of procurement strategy, cost savings standards, IT market conditions analysis, with a passion to develop a strategic plan to advance organization mission and objectives and to promote revenue, profitability and growth.



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Riyadh

## SKILLS

problem solving

Guiding and motivating individuals

Quality assurance

Planning skills

Team Building & Leadership

Budgeting and scheduling

Negotiation skills

Forecasting and good planning for the future

Administrative Control

Contract management

Technical support

MS Office

## LANGUAGES

Arabic  
Native

English  
Professional Working Proficiency

## CORE STRENGTH

Proficient in following the latest management techniques in leading the employees and providing the best solutions to implement the necessary improvements

Focused on achieving quality, delivery cost targets and supervising and motivating purchasing staff

Establishing positive relationships with vendors and suppliers

Setting up the procurement plan and making a recommendations of procurement for top management

Keep up with technology and the latest developments in the fields of networks and systems

In depth working experience of IT procurement

Exceptional IT project management skills

Proven success in preparing reports and communicating any process issues and support resolutions as appropriate

## WORK EXPERIENCE

### Head of procurement & Contracts

Saudi investment bank  
01/08/2022- present

### Procurement Manager

Saudi investment bank  
10/2018 – 01/08/2022

### IT service desk & Support manager

Saudi investment bank  
10/2013 – 10/2018

### Helpdesk asst. manager

Saudi investment bank  
08/2011 – 09/2013

### Helpdesk supervisor

Saudi investment bank  
04/2009 – 08/2011

### Network supervisor

Saudi investment bank  
07/2008 – 04/2009

### Network Analyst

Saudi investment bank  
06/2006 – 07/2008

### System administrator and computer operation

Saudi investment bank  
10/2005 – 06/2006

## COURSES AND CERTIFICATES

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- CIPP (certified international procurement professional)
- CIPM (certified international procurement manager)
- ITIL Certificate
- A+ Certified (CompTIA)
- Supervisory and coaching Skills (IOB)
- Project management (IOB)
- Remedial and recovery management (IOB)
- Evaluation of feasibility studies (IOB)
- Mini MBA training (GISBA)
- 35 PDUs for completing project management(PMP) training (GISBA)
- ITG Top Team Performance Management Program
- Capacity building program (kaizen institute)

### E-learning Courses:

- Business Plan Writing
- The Art of Team Building
- Leadership & Supervision
- Conflict Management
- Organizational Behavior
- The Art of Negotiation
- Consumer Behavior
- Procedures of Successful Managers

## EDUCATION

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### Diploma in networks technology

New Horizon - with grade = 94%

2004

### Diploma in network operation

Microsoft

2004

### High school certification

with grade = 92%