


## ❖ **Ali Abdullah AlJarboua**

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**Purchasing Manager | Project management | Vendor Management | Sources |  
Supplier Qualification | Supplier Analyst | Contract Management | Price analysis**

### **Experiences :**

- **Azzm Alkhaejiah for Trading & Contracting**  **GM One of MASCO group “ MOHAMMED ALI ALSOWILEM GROUP “from Sep 2022 -Present ).**
  - Doing all the management work of the company specially the supply chain works ,Starting from the PR then the RFQ via negotiations with the vendors & subcontractors till the following of the payment and closing the deal , and I am following the POs and Contracts with my team
  - managing the warehouse work ,The group has more than 8 warehouses which used to have more than 120 million SR as total
- **Director of Procurement Department at AI-MEDAIFER Contracting (from 2007 to the 2022).**
  - Prepare the procurement Management Plan for each project assigned .
  - Implement strategic sourcing in the procurement process to maximize the profits & efficiency of the company .
  - Negotiate and manage contract terms with suppliers like Firm Fixed price contracts, Cost reimbursement & time and material contacts as per the project requirements to make cost effective & riskless decisions.
  - Partner with stakeholders to ensure clear requirements documentation.
  - Seek and partner with reliable vendors and suppliers, and create data base with related department to work within the relevant legislation, policies and procedures .
  - Prepare detailed & required Procurement statement of work .
  - process payments and invoices with finance department .

- Ensure suppliers are aware of business objectives.
- Evaluate bids and make recommendations, based on commercial and technical factors.
- Establishes bid standards and prepares procurement documents to publicly solicit bids and contracts for the purchase and /or lease of materials and services.
- Conducts the evaluations of proposals, offers and bids in accordance with internal policy and external local, selecting the best supplier in accordance with solicitation requirements.
- Prepare, maintain and review purchasing files and records, price lists, the status of requisitions, contracts and orders, locate suppliers, approve bills for payment, monitor subcontractor performance, calculate the cost of orders, ensure invoices are charged to the appropriate accounts, and monitor inventory transfer forms for bookkeeping records.
- Monitor and support returns, damage replacements, and warranty claims.
- Provide management reports and key performance data and monitor cost savings.
- Request assurance from Contractors, suppliers and vendors according to contracts and bid terms.
- Determent delays sanctions applied upon Contractors, suppliers and vendors according to contracts and bid terms.
- Perform the overall project price estimation including equipment pricing and evaluation commercial proposals and Performing other tasks as required.
- **Project Management at AI-MEDAIFER Contracting.2013-2021**
  - Build and develop the project team to ensure maximum performance, providing purpose, direction, and motivation.
  - Lead projects from requirements definition through deployment, identifying schedules, scopes, budget estimations, and project implementation plans, including risk mitigation.
  - Coordinate internal and external resources, ensuring projects remain within scope, schedule, and defined budgets, in collaboration with project staff from various functional departments.

- Analyze project progress and, when necessary, adapt scope, timelines, and costs to ensure that project team adheres to project requirements.
- Establish and maintain relationships with appropriate client stakeholders, providing day-to-day contact on project status and changes.
- Establish and maintain processes to manage scope over the project lifecycle, setting project quality and performance standards, and assessing and managing risk within, and across, multiple projects.
- Structure and manage integrated, multi-track project performance databases for multiple digital, print, social, broadcast, and experiential projects, with an eye on overall progress.
- Develop and maintain partnerships with outside resources—including third-party vendors and researchers.

● **projects worked on :**

- Rehabilitation and restoration of the customer service center in the Ministry of Agriculture 2021.
- King Abdullah's project (KPA1) completes 10 sites in Medina and the northern border, (Ministry of Interior). 2019 so far.
- Rehabilitation of Building 104 - Military Hospital. 2018
- Rehabilitation of Building 112 - Military Hospital 2018.
- Rehabilitation of administrative offices in medical affairs at the Ministry of the National Guard in 2016.
- Rehabilitation of the gym at the Royal Guard Camp
- Rehabilitation of military dormitories and royal guard camp companies.2013
- Rehabilitation of the sixth floor and sections of the seventh floor of the Ministry of Interior.

● **Prince Sultan Center for Cardiac Center 2002-2018**

- Patient Management Department - Alternate Management 2008-2018
- Administrative
- Supervisor
- Medical Supply Supervisor 2007-2008.

- Procurement Officer to 2003-2007.
- Presentation analyst .
- Material Management 2002.

- **Writer of the Department of Supply and Medical Supplies - Armed Forces Hospital**  
**2001-2002**
- **Warehouse Secretary - Jareer Marketing Company 2000.**

### **Scientific qualifications :**

- **Diploma of Materials Management.**
- Riyadh Chamber of Commerce 2005



- **A program to prepare and qualify a procurement officer and warehouses**

Riyadh Chamber of Commerce 2004-2005

- **Data entry and text processing program.**

Horizon Computer Institute 2001

- **60 hours in the Faculty of Languages and Translation English Department**

King Saud University. 1998-2000



### **Skills**

- Manufacturing and supply chain
- Project Management.
- Quality Management

- Contract management
- Cost Reduction / Avoidance
- Policy / Procedure Development
- Team Building & Training
- Resource Allocation
- Time management
- Customer relations
- Customer-orientated