

Ayman Fallatah

Al Khobar, Saudi Arabia • Email: afallatah6@gmail.com • +966 (0) 5400555681.

Nationality: Saudi ID No. : 1064019423

Intermediate university degree as Technical Support from College of Technology.

Experienced and knowledgeable Information Technology Specialist and Procurement Specialist with 13+ years' experience.

Senior Procurement Professional

Accomplished and resourceful procurement specialist II with global experience overseeing procurement cycle, supply, and global sourcing control operations within the construction and oil and gas industries. Utilising effective negotiation and management to build key partnerships, reduce costs, and increase efficiency and performance. Proven expertise in demand planning with strong skills in sourcing and vendor relations, supply chain management, and contract fulfilment; consistently meet deadlines in a competitive environment. Articulate problem solver, capable of interfacing with various levels to maximum effect. **Proven expertise in:**

- Procurement & Bid Evaluations
 - Product Sourcing & Development
 - Supplier Performance Management
 - Strategic Planning & Analysis
 - Cost Containment & Reduction
 - World Class Vendor Relations
 - Project Management & Execution
 - Leadership and Training
-

PROFESSIONAL EXPERIENCE

SAUDI ARAMCO, Saudi Arabia

Procurement Specialist II, Des 2015 to Present

Support main contractors to execute procurement tasks and complete projects on time and within budget. Direct material management to help keep purchasing on strict schedule by leading and attending weekly progress meetings with project teams and contractors. Ensure contractor compliance with company policy and standards.

Key Contributions:

- Part of the project management team on the Yanbu Refinery as Material Planner.
- Directed the review of expenditure request estimates with approx. \$85M in value for each construction phase.
- Raised purchase requisitions on SAP system for pipelines of up to \$100M in estimated value and bid evaluations up to \$130M in value.
- Part of the project management team Khurais Al Crude Increment Project.
- Managed contractor procurement activities to ensure conformity assisted in expediting and building relationships with their supply chain.
- Achieved 100% recycling rate and zero landfill tax for sites by implementing best practices and using a waste management company that could achieve this within budget.
- Honoured with annual bonus of 12% of salary and speculative bonuses for delivering excellent customer service and completing project (minimum 5% savings on packages in each project).
- Received six "Perfect Delivery" awards and cash bonuses for recognising personal contribution to the success of project.
- Tracking and coordinating of Procurement Recovery plan, expediting reports, budget evaluations for all contractors.
- Obtains status, from ARAMCO Purchasing, on order placement, delivery and shipping status for critical materials.
- Close coordination with VID and PMT in order to avoid or reduce any quality related deficiencies during the execution of each PO from the material requisition approval till the inspection disposition report is made.
- Directly interacting with SA IR/VID for approval of Requisitions (RFQ), Award Recommendations and other quality related activities in coordination with disciplines & QC personnel .
- Follow-up Vendors' submission of Spare Part Data Package (SPDP) and coordinate package to Material Standardization Division.
- Plans for the disposition of unused construction materials when such materials are determined to be excess to project requirements and instructs project personnel in the correct procedures for accomplishing the disposition.
- Monitors and reports on the timely planning and time phasing of materials allocations, procurement and availability.

ADDITIONAL EXPERIENCE FOR INFORMATION TECHNICAL SPECIALIST

- Giving regular maintenance to existing hardware and computer systems.
 - Understanding the issue and its cause; solving the problem; and explaining the problem to the staff member or client.
 - Troubleshooting systems and applications,
 - Running diagnostics on malfunctioning hardware or software; and finding solutions for any issue and implementing it.
 - Running security checks on all systems. Conducting electrical safety tests on all systems.
 - Responding to help requests from staff members or clients.
 - Installing and configuring new systems and hardware. Installing and configuring Firewall (sonic wall NAS 2400).
 - Installing and configuring switch Cisco.
 - Installing and configuring Symantec backup.
-

COURSES

- OCCUPATIONAL SAFETY AND HEALTH SUPERVISOR DIPLOMA
 - PROJECT PROCUREMENT MANAGEMENT.
 - HOLDING A LICENSE FROM INTERNATIONAL COMPUTER DRIVING ICDL.
 - ENGLISH COURSE FOR TWO MONTHS FROM THE NEW HORIZONS, KSA.
 - NETWORKING BASICS COURSE FOR THREE MONTHS FROM THE NEW HORIZONS, KSA.
-

TECHNICAL PROFICIENCIES

Project Management Software – Project Workbook, SAP, EPM

Microsoft Office – Word, Excel, PowerPoint, Outlook

SAP Software, windowed Server
