


# HUSSAIN ALAWAD

## S U P P L Y C H A I N S U P E R V I S O R

 0507978995

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 Eastern Province, Saudi Arabia

 Saudi

Around 15 years working experience in the field of Supply Chain (Purchasing, Procurement and Services-Subcontracting) with knowledge of different aspects of Supply Chain works, in Manufacturing , Construction and shut down plant. A team player; demonstrate a successful history of office work, supervisory management, team role and technical problem- solving within a variety of supply chain environments, efficient communication skills, specific planning and leadership and values for good teamwork / building and work coordination.

## EXPERIENCE

### ACTING SUPPLY CHAIN SUPERVISOR (MATERIAL AND SERVICE)

Olayan Descon Industrial Co. Jubail.KSA

Nov 2020 - Present

- Plan all material forecasting in alignment with respective Dept. based on commercial/business requirements.
- Standardization of material types across all projects to benefit from economies of scale.
- Maintain a database of lead times of all critical material /service. Aim to procure all material (CAPEX, direct material /service , and consumables) at the best prices.
- Plan long term procurement of repeated material requirements to obtain best prices.
- Maintain a database of current costs and benchmark against competitors, local and international suppliers, and market trends (where applicable).
- Align all procurement with projects costs to protect and improve margins and contribute to company profits.
- Plan all procurement activity in line with the approved demand plan and any additional operational requirement to be obtain prior approval before proceeding the order based on approval matrix .
- Maintain key relationships with contracted and new service/material suppliers.
- Assign work orders (projects/SD) to the buyers according to the current workload.
- Run the weekly and monthly reports to control issuing POs, pending PRs and open PO value commitment.
- Approve POs through SAP ERP as a supervisor rule.
- Monitor compliance of supply chain SOPs.
- Participate in the weekly meetings of projects progress.
- Supporting Proposal Dept. in the bidding stage to secure quotations

**SUPPLY CHAIN PROJECT BUYER  
(MATERIAL AND SERVICE)**

Olayan Descon Industrial Co. Jubail.KSA

**May 2013 - Nov 2020**

- Review service requirement received from ODICO/ODECO Site through PR either service or material and seek clarification from ODICO/ODECO/ site (if required) regarding items to hire.
- Seek quotations from approved / reliable vendors by visiting/sending RFQ, to know items availability, their rates and terms & conditions against which these items will be purchased.
- Coordinate with Contracts Specialist to negotiate items B, Rates/prices and other terms so that vendor can be finalized.
- Assist Buying Specialist (Subco) in preparing budget summary & CS (Comparative Statement) by using Sub-Co module and attach supporting documents for approval by concerned authorities/departments as per financial limits.
- Coordinate with Contracts Specialist to issue purchase order after the approval of CS from concerned authorities/departments as per the financial limits.
- Committed follow-up with suppliers for timely delivery of Services.
- Coordinate with Contracts Specialist to arrange safe transportation so that Service can be delivered at project sites/locations on time.
- Ongoing communication with stores staff for better coordination regarding timely delivery of service & relevant documents.
- Ongoing communication with finance department for expediting payments, adjustments of advances and other daily basis queries.
- Ongoing communication with departmental staff (Buying Specialist, I/C Sub-Co / I/C Supply Chain & Asset Management to ensure better reporting & coordination.
- Ongoing communication with vendors for quotations, items rates/prices, terms & conditions and timely delivery of service etc.
- Provide necessary documents (related to services POs) to site.
- Assist Contracts Specialist in maintaining record of vendors' payments and adjustments of advances made through cash /Cheque.
- Provide complete set of documents to finance department for adjustments of advances.
- Comply with all QA/QC standards (DIMS documents) as applicable to the company systems, policies, procedures, and documents in order to deliver the expected quality of work.

## PROJECT BUYER

SAUDI BINLADIN GROUP Petroleum,  
Chemicals & Mining division. Jubail.KSA

Aug 2006 - Apr 2013

- Responsible for purchasing of all Company assets.
- Responsible for bid evaluation & commercial correspondence.
- Participation, discussion and setting up on annual procurement plan and tender plan.
- Expedite materials purchased and keep daily communication with related contractors and suppliers.
- Preparation and submission of Weekly Engineers Tracking Report.
- Preparation and submission of monthly progress report.
- Quarterly report (Compilation of weekly and monthly report, which to be distributed to the General Manager and other concerned Managers)
- Customers service (Update vendors list & pre- qualification ) with complete information and credit limit facility.
- Increasing frequency of local buyers performance.
- Monitoring stock availability orders.
- Supervising custom clearance for Air, Sea ports & By Land transports.
- Supervising procurement petty cash (give the buyers request materials & money, received the invoices attached with complete documents, generates purchase order, check up with the stores for good receipt note, summarize the POs and submitted to Finance for replenishment of Petty Cash.
- Handling and supervision of workshop requirements

## EDUCATION

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Jubail Industrial College. Jubail.KSA

2002 - 2006

**Associate Degree of Science in Marketing**

## CERTIFICATES & COURSES

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- SAP Training , Strategic Purchasing MM Module.
- Introduction of Supply Chain Management.
- Negotiation skills course.
- Introduction of audit aspect

## SKILLS

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- ERP (SAP) MM Module. • Microsoft office tools.
- Critical thinking & problem solving. • Teamwork
- Communication skills. • Self-Management.

## LANGUAGES

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- **English** Advanced.
- **Arabic** Native.

