

# Curriculum Vitae

**Zaki A. Al-Marzooq**

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## **Objective:**

Seeking to render services to a professional organization, which can utilize my skills set to the maximum capacity to achieve organization goals. And have career advancement in the field of Procurement and contracts.

## **Personal Competencies:**

- Highly motivated and skilled professional in Material Management
- Competency in SAP MM Module
- Work Objectives and result oriented
- Communication and presentation skills
- Negotiating skills
- Computer skills
- Time management
- Ability to work effectively under pressure and takes pressure as challenge to achieve the goals
- Proactive in sharing knowledge.
- Ability to apply logical approach in problem solving
- Knowledge on Documentation control

## **Work Experience:**

- ✓ 10 years' experience in Procurement & Contracts Dept. as a Strategic Procurement Analyst I. ( more than 3 years acting procurement supervisor)
- ✓ More than 4 years work experience as Administrative Clerk in Saudi Aramco
- ✓ More than 3 years in computer operator field.

## **Experience Summary:**

1. I am working as a Strategic Procurement Analyst in Methanol Chemicals Company (CHEMANOL) since 10.Oct. 2008 till now for Raw material/ packaging materials and Spares and Equipment.

## **Responsibilities:**

- Create Request for Quotation (RFQ) and follow up.
- Collecting all quotation from Various Reputed Vendors.
- Preparing Technical Bid Doc and send it to end user for recommendation.
- Preparing Commercial bid

- Commercial negotiation with suppliers
  - Create Purchase Order (PO) and follow up for delivery time
  - Create Down Payment Request (DPR) for the (PO).
  - Parked the invoices for regular payment & regularization.
  - Creating Scheduling Agreement and New Contracts with various suppliers.
  - Register and update vendors in the system.
2. I worked as an administrative Clerk in Saudi Aramco in Community Services Dept. (in work Control). Under contract with M/s Dallah Avco Tans Arabia Co from 01, Feb., 2004 to 31, Aug, 2008.

**Responsibilities:**

- Prepare summary of Accomplishment report for submittal to unit heads weekly meeting for proper schedules.
  - Maintain and control filing system of all outgoing and incoming correspondence as required.
  - Receive and record work requested by assigned discipline control number
  - Prepare various correspondences required by my immediate supervisor and other word processing jobs and spread sheets using Microsoft Office computer software.
  - Prepare weekly safety report & monthly operation report
  - Prepare Aramco employee time record & personal leave time log sheet
  - Prepare gate pass for the items going out and inter to Aramco
  - Search for forms in Aramco intranet for e-form like ID form, Car Sticker Computer, Safety, Excess time report.... Etc
3. I worked as a computer operator in RT Utilities work control Saudi Aramco. Under Bader Al-Hussaini & Sons Co from 01,July,2001 to 29,Feb,2004

**Responsibilities:**

- Entering Aramco & Contractor timesheet in SAP system
- Open tickets, updating & closing MMT, PM & Work Order in SAP System
- Create notification, maintenance order, ordering material through SAP (Aramco stock or direct charge)
- Updating equipment in SAP (link & De-link)
- Following the materials which are non Aramco stock (like 9Com, B2b ... etc.)

**Qualification:**

- High School from Al-Safe School in June 1998.
- Diploma, 2 years in Computer Science from New Horizon in June 2001.

**Technical / Courses**

- ✓ Computer course of core Technology & windows administrator.
- ✓ Certificate contribution in the improvement Category.
- ✓ SAP Courses organized by: Saudi Aramco.
- ✓ Customer Relationship course,

- ✓ Course organized by: Saudi Aramco How to win & keep Customers.
- ✓ Cost Sheet review.
- ✓ Preventive Maintenance & Standard Jobs. Course organized by: Saudi Aramco SAP training Center.
- ✓ Certificate of SAP portal implementation project. (core user vender portal) organized by: Chemanol
- ✓ Course in Influence, Negotiation and Managing conflict
- ✓ Course in Customer Service
- ✓ Course in Business Report Writing & Presentation Skills
- ✓ Course in Stress & Time Management
- ✓ Course in Effective Communication Skills
- ✓ Course in Problem Solving and decision making
- ✓ Course in Supervisor Skills

### **Computer Skills:**

Software's Packages: Ms –Office 97/200/XP/2003. & 2010  
Networks, SAP system, Main frame, Oracle & other software.

### **Capabilities:**

Capable of managing the company's entire Administrative work and confident enough to work on all software's which I have learnt until now. No matter how tough the situation is, I'll try my level best to face it and complete the work on hand as on the date to achieve the objectives of organization.

### **Personal Details:**

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