



Saeed Ali Al Falahy

Objective

- To seek a challenging position in a dynamic organization where I can utilize my knowledge and skills enhancing the company potential to future advancement.

Professional experience

- **Aug 2018 - Present Nayyra Company Ltd.**
Purchasing Manager. (Purchasing Department)



handling the requirements of the all functions & events for the top VIP guests and royal families.

- **Jan 2017 - June 2018 Naft Services company Ltd**
Asst. Purchasing Manager. (Purchasing Department)



- Working on ISO 9001 (Quality Management System).
- Act as purchasing Manager.
- Providing all the Materials and equipment' s for Naft stations & Naft Formula & Z-Mart & Eni lubricants.
- Negotiating prices and contracts. Selecting items and vendors

- **April 2015 - Jan 2017 Sisban Holding.**
Purchasing Supervisor. (Purchasing Department)



- Established Purchasing Policies and Procedures.
- Visiting all locally and internationality exhibitions (Hotels show & Food & Furnitures.
- seeking for cheaper prices with good quality and collect 3 quotations for each item.
- following up with all suppliers and buyers regarding items delivery to be on time.
- connected with most of the suppliers in KSA for Food & Non-food.

- **March 2012 - April 2015 Crowne Plaza Jeddah Hotel**
Materials Supervisor. (Materials Department)



- Handling all hotel request in KSA and internationally.
- Seeking for comfortable prices in the market and negotiating with suppliers. & using FBM system for receiving the required items and applying all
- Quotations to make a good cost control. Assist the Materials Manager on daily Operation.

- **March 2008 - Jan 2012 Jeddah Marriott Hotel**
Marriott Credit Supervisor. (Credit Department)



- Assist the Accounting manager in daily operation. &Direct Billing Authorization & Follow up outstanding accounts.
- Ensure the staffs is meeting production goals, complying with company standards and collection laws.

- **April 2002-March 2008 Jeddah Marriott Hotel.**
Purchasing Agent. (Purchasing Department)



- Handling all hotel request in KSA and internationally.
- Seeking for comfortable prices in the market and negotiating with suppliers.
- Responsible for all the documentation of the department.

- **2001 Dallah Al Barakah**



- Training in Dallah Al Barakah group for 3 months as Public Relation coordinator.



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38Years

Summary of qualification

- Currently working in Purchasing department. Through my previous professional experience, I am successfully verified my facility to involve in a new team, managing the operations with confident and contributing with new ideas when I will require.

LANGUAGES

- Arabic - English



Additional professional activities

- Took training for 6 months as reception agent in Front Office Marriott Hotel Jeddah.
- Act as duty manager on a weekly basis.



Education background

- Commercial Diploma- Al Faisal institute Major in Public Relations. (2000)
- English Course at the Language House (Malaysia). (2009)
- Advanced Purchasing & Supply Chain management Diploma IBS Academy /Cambridge



Training courses

- Service excellence Training.
- Telephone Etiquettes.
- Building guest loyalty.
- Passport to success.
- English courses at British council & Direct English institute.
- Effective procurements & supply management (ECS)
- Project procurement management (Doroob)
- Project Management professional (Meirc)
- Team Management .

Skills

- Negotiation.
- Leadership.
- Team work
- Supplier Relationship Management.
- Forecasting .
- Hospitality Management.