



NASSER AL_MUAFA
PROCUREMENT OFFICER

✉ almuafaw140@gmail.com

☎ +966544453186

📍 JEDDAH, KSA

🌐 saudi

📅 11/04/1994

👤 SINGLE

LANGUAGES

ARABIC ★★★★★

English ★★★★★☆

PERSONAL SKILLS

Leadership 90%

SAP PROGRAM 90%

Communication 70%

Self-motivation 80%

Decision Making 90%

Microsoft 80%

HOBBIES & INTERESTS

✈ Travel

🏀 Basket Ball

📖 Reading

SUMMARY

A person that fully equipped with knowledge in Supply Chain, Event Management, Project Management, Creative Thinking and Problem Solving as well as Communication. To be a part of an organization that provides atmosphere to learn and grow where I can utilize my knowledge and skills, also to be a reliable and responsible employee as to enhance the capability of the organization.

EDUCATION

Supply Chain

Higher Institute for Paper & Industrial Technologies

📍 jeddah, KSA

Diploma in the eld of "Supply Chain"

WORK EXPERIENCE

procurement officer

Oct 2018Present -

Mepco - Middle East Paper Company

📍 JEEDAH, KSA

- Issue requests for quotes/proposals (RFQ/RFP) and select best source consistent with cost, quality and delivery requirements.
- Negotiate and manage long term pricing agreements on critical commodities.
- Complete purchase requests with domestic and international suppliers by inputting purchase orders, expediting deliveries, and verifying all transactions.
- Handle correspondence concerning over-shipments, delivery shortages, changes in quantity, delivery dates, and prices and report such changes to the interested parties in a timely manner as required.
- Act as a liaison between suppliers and involved departments to resolve procurement related problems.
- Process non-conforming material requests and RMA requests with supply chain partners.
- Authorize payment for purchases by reviewing invoices and related documentation.
- Maintain accuracy of stock code information within SYSPRO, including lead-time, pricing, current supplier information, current purchase order data, etc.

Sales Officer

General Organization for Social Insurance

📍 Jeddah, KSA

COURSES

Business correspondence

LEADERSHIP

MY TIME

