

ALHUMAIIDI FAHAD

Senior Buyer / Procurement and Subcontracts

🏠 Riyadh, Saudi Arabia
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OBJECTIVE

To obtain a positions , in which I am given the opportunity to contribute in the development of the organization's future vision, throughout enhancing the services and facilities.

EXPERIENCE



VINNELL ARABIA 2010 - Nov 2021

SENIOR BUYER

2015 - Now

SENIOR BUYER/PROCUREMENT AND SUBCONTRACTS

Assist procurement manager with the buying process, including creating purchase orders, communicating with suppliers, and verifying shipment timelines.

Review shipments for accuracy and completeness by comparing physical items with shipping manifest, verifying invoices with purchase orders, and following up with suppliers to resolve discrepancies.

Ensures company departments make appropriate purchases by maintaining comprehensive descriptions of available products, their sources, and current prices, reviewing and comparing price quotations from various vendors/suppliers, advising the departments regarding the availability, fees, and sources of requested purchases, determining if commonly used commodities or group of commodities are suitable for a company-wide contract, and recommending the awarding of company-wide contracts when appropriate.

BUYER SPECIALIST

2013 - 2015

PROCUREMENT & SUBCONTRACTS DIVISION, ADMIN

Provide Procurement, Subcontracts, and Administrative assistance to the Manager, Procurement Support Chain Branch. Also, Developing Request for quotation's and Delivery Tickets for established's.Additions,administrative subcontracts as required.

SUPPLY SPECIALIST

2012 - 2013

PROCUREMENT & SUBCONTRACTS DIVISION

Conducting a periodic inventory of all items on Procurement & Subcontracts Division hand receipt and reports the findings to Procurement & Subcontracts Division Manager, assisting in the preparation of all Maximo and supply-related reports for Procurement & Subcontracts Division.

INVENTORY SPECIALIST

2010 - 2012

INVENTORY TEAM CHIEF ASSISTANT

Assisting Inventory Chief in establishing master inventory schedule, Reporting the result of inventories on a quantitative and monetary basis, segregate by category or property to Inventory Team Chief, promptly after completion of the physical inventory

REFERENCES



References Available Upon Request

ABOUT ME



I am Excellent at **interpersonal and negotiation skills** and excellent at organizational skills and attention to detail. In addition, I have **strong analytical and problem-solving skills**. Also, I can function well in a high-paced and, at times, stressful environment.

SKILLS



NEGOTIATION	●●●●●●●●●●
PLANNING	●●●●●●●●○
TEAMWORK	●●●●●●●●○
AUDITING	●●●●●●●○
SCM	●●●●●●○

EDUCATION



Associated Degree of College of Technology.

Computer Technology Programming Cooperation Training Course.

Advance Level of the TVTC English Language Intensive Course for Technical Colleges.

ACHIEVEMENTS



- Developing SOP on dealing with inventory.
- Launching the plan on switching from Maximo software to software Epicor.
- Winning Incentive Award Twice.