Omar Bin Rashid

Procurement Specialist

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SUMMARY

Procurement specialist with six years in sourcing, supplier follow-up and purchase order control for industrial and facilities spend. Comfortable with tender comparison, contract renewals and weekly reporting to category managers.

SKILLS

Supplier sourcing, Tender comparison, Purchase orders, Contract renewals, SAP MM, Excel, Negotiation, Vendor evaluation, Inventory coordination, Cost reporting

EXPERIENCE

Procurement Specialist, Sample Industrial Supplies Co., Riyadh
2021 to Present

- Issued and tracked about 40 purchase orders a month across mechanical and electrical categories.
- Compared three or more quotations on every tender and documented the reasons for each award.
- Renewed 12 annual supply contracts, keeping unit prices flat for nine of them.
- Cut late deliveries by following up open orders every Sunday against agreed dates.

Purchasing Coordinator, Sample Facilities Services, Jeddah
2018 to 2021

- Prepared purchase requests and matched supplier invoices to goods received notes.
- Maintained the approved vendor list and updated insurance and licence expiry dates.
- Produced the monthly spend report for the finance team.

EDUCATION

- BSc Business Administration, Example University, Riyadh, 2018

CERTIFICATIONS

CIPS Level 3 Diploma in Procurement and Supply

LANGUAGES

Arabic (Native); English (Professional)

Sample, not a real person