

PURCHASING / BUYER SPECIALIST

Highly organized and self-motivated professional with nearly five years of experience purchasing and securing proper quantity and quality of materials in line with schedule, budget, and technical requirements. Recent background performing all procurement functions in support of all variety of commodities from numerous vendors for the parent company in KSA. Expertise in obtaining quotations and soliciting bid proposals while negotiating lowest prices with shortest delivery times.

History of success in supplying project requirements ahead of schedule, generating significant cost savings, and developing new policies and procedures to enhance overall procurement processes. Recipient of formal awards and recognition for meeting and exceeding business objectives.

Areas of Expertise:

- HS Codes and custom regulation
- Source and Strategy Development
- Purchase Order (PO) Generation
- Request for Quotation (RFQ)
- Request for Proposal (RFP)
- Vendor and Supplier Relationships
- Budget and Schedule Compliance
- Quality Assurance and Cost Control

PROFESSIONAL EXPERIENCES

Buyer

Total Business Concepts USA

2014 – Present

Handle different types of inquiries for end users in KSA through solely North American vendors. Communicate with end users and vendors from RFQ stage till delivery and continue after sales support if needed.

Highlights:

- Prepared and submit inquiry packages and requests for quotation
- Communicated with end users in KSA and bidders during the bid process regarding all questions and clarifications
- Evaluated bids commercially and coordinate receipt of technical bid evaluation, providing recommendations to purchase and sending decline letters to losing bidders.
- Issued and administer purchase orders to vendors and ensures receipt of acceptance copy in order to complete contract.
- Ensured that all records are up-to-date and filed correctly.
- Expedite vendors and end users to meet all critical schedule dates.
- Documented expediting activities on Material Expediting report.
- Established accurate shipping dates with vendors and aids the vendors in upholding those dates
- Updated dates and statuses on the Material Status Report weekly and provide it to construction directors.

Technical Buyer

Aluminum Pars Company

2009 – 2013

Directed and coordinated purchasing and importing of assigned complex technical commodities such as raw materials, parts, and machinery from Europe and Asia on behalf of Iran's largest aluminum manufacturer. Efficiently managed all procurement and inventory control functions while contributing significantly to production planning and raw material supply efforts. Actively participated in new employee orientation, training, and development. Obtained and evaluated vendor quotes. Communicated and negotiated pricing and deliveries with internal customer and suppliers. Prepared Request for Quotation (RFQ) and Request for Proposal (RFP) documents. Verified standard and vendor cost histories, specifications, drawings, and revisions. Compiled and presented periodic reports of purchasing activities to management. Oversaw import activities by negotiating with freight forwarders for international shipments, conducting order registration and insurance, coordinating third-party inspections, and drafting paperwork for customs clearance. Held full responsibility for all aspects of procurement process, from inquiry to ordering, for metals and alloys industries, including; Request for Quotation, Technical Bid Evaluate (TBE), Letter of Intent (LOI), and Purchase Order (PO).

Highlights:

- Check on open purchase requisitions and work order demands requirement.
- Prepare RFQ docs and obtain vendor quotes and negotiate pricing and deliveries. Vendors for tubing
- Verify the standard cost and vendor cost history and also specifications, drawings and prepare TBE.
- Status check on critical and rush orders and improve on-time deliveries.
- Submits recommendations for future corporate contract and future saving actions.
- Utilizes pricing and cost analysis techniques to assure the corporation is receiving the best value for its procurement dollar.
- Prepares detailed negotiation plans and conducts effective commercial and technical negotiations.
- Supports internal customers. Interfaces with them to ensure best overall value is being taken into consideration on all product/commodity acquisitions.
- Represents Purchasing on special teams and committees involving the organization or involving related areas
- Formulated purchasing policies and ensured implementation in Supply Chain department in line with International Organization for Standardization (ISO) requirements.
- Continually remained ahead of supply schedule and contributed to 10% reduction in import costs.
- Instrumental in company conversion of software applications and procedures.
- Earned Employee Award in recognition of consistently outstanding performance.

EDUCATION AND CREDENTIALS

Bachelor of Science in Commercial Management

SHAHID BEHESHTI UNIVERSITY

Additional Professional Development

Certificate in Principles of International Global Transportation Logistics
Purchasing Orders, Letters of Credit, and Inco-Terms

Technical Proficiencies

ERP, SAP, Microsoft Office Suite

PROFESSIONAL ASSOCIATION

Iran Logistics and Supply Chain Society