

Marwan Tariq AlMaiman

Riyadh – Saudi Arabia

About Me

I am an MIS Specialized and IT Procurement Experienced and my goal is to become associated with a company where I can utilize my skills and gain further experience while enhancing the company's productivity and reputation.

Contact

Phone

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Email

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Skills

- Efficient Multitasker
- Work Under Pressure
- Ability to work independently

or as part of a team

- Highly Organized
- Verbal and Written

Communication

- MS Office

Certifications

- Certified International Procurement Professional – CIPP 2021
- Certified International Procurement Manager – CIPM 2022

Educational

- Arab Open University – Bachelor in MIS expected graduation – 2023
- King Saud University – Diploma in Human Resource Management. 2019 – 2021
- English Language Certification – Canada / Halifax – 2014 – 2016.

Experiences

MEDGULF

procurement senior officer 01-2022 / Present

- Maintain positive working relationships with strategic suppliers to assure cost, quality, and delivery targets are met.
- Prepare and process requisitions and purchase orders for supplies and equipment.
- Review purchase order claims and contracts for conformance to company policy

SAUDI BELL GROUP COMPANY

Procurement Specialist 11-2020 / 01-2022

- all projects I worked for are – 911 MOI project and Saudi Customs projects –
- Preparing budgets, cost analyses, and reports.
- Track inventory and restock goods when needed.
- Work closely with the projects team to understand details of procurement requirements

Warehousing & Logistics Services Co LSC

Procurement Officer 02-2020 / 11-2020

- Planning shipments based on product availability and customer request.
- Tracking orders to ensure timely deliveries
- Preparing shipping documents like invoices, purchase orders and bills of lading.

Indian summer Restaurant

Purchasing Officer 08-2017 / 09-2019

- Maintain records of goods ordered and received.
- Control purchasing department budgets.
- Ensuring all stock is packaged appropriately and delivered to the correct location in a timely manner.
- Updating and maintaining records of all orders, payments, and received stock.