

Contact HR Consultant for CV No:341910

E-mail: response@gulfjobseekers.com

 Website: <http://www.gulfjobseeker.com/employer/cvdatabasepaid.php>

* **Work Experience**

**01 Nov, 2006- 30 Jul, 2013**

* **Procurement Manager (Ministry Of Education/Asir Department)**
* Working experience as a procurement manager or procurement officer
* Knowledge of procurement techniques as well as a dexterity in reading the market
* Familiarity with sourcing and vendor management
* Knowledge in Supply Chain Management
* knowledge of principles, methods and practices related to [procurement](https://jobs.laimoon.com/job/171503?utm_source=Indeed&utm_medium=organic&utm_campaign=Indeed)
* Working experience of vendor management software
* Interest in market dynamics along with business sense
* Talent in negotiations
* Ability to gather and analyses data and to work with figures
* Solid judgement along with decision making skills
* Good knowledge of supplier or third party management software
* Aptitude in decision-making and working with numbers
* Experience in collecting and analyzing data
* Strong leadership capabilities

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**22 Mar, 2004- 31 Oct, 2006**

* **Maintenance Manager (Ministry Of Education/Asir Department)**
* Proven experience as maintenance manager or another managerial role
* Experience in planning maintenance operations
* Solid understanding of technical aspects of plumbing, carpentry, electrical systems etc.
* Working knowledge of facilities machines and equipment
* Ability to keep track of and report on activity
* Excellent communication and interpersonal skills
* Outstanding organizational and leadership abilities

**29 Aug, 2003- 21 Mar, 2004**

* **Branch Manager (Ministry Of Education/Asir Department)**
* Branch management experience, as a branch manager
* Sufficient knowledge of modern management techniques and best practices
* Ability to meet needs targets and goals
* Familiarity with Education industry’s rules and regulations
* Excellent organizational skills
* Results driven and customer focused
* Leadership and human resources management skills

**7 Jan, 2001- 28 Agu, 2003**

* **IT Supervisor (Ministry Of Education/Cultural Agency)**
* Proven working experience as an IT supervisor
* Excellent knowledge of computer technical,
* Excellent in Information analysis and computer systems
* Expertise in data center and data governance
* Hands-on experience with computer networks,
* Network administration and network installation
* Ability to manage personnel

**11 Nov, 1985- 31 Aug, 1994**

* **Senior Scheduler At Saudi Petrochemicals Company (SADAF)**
* Proficient computer skills.
* Excellent written & verbal communication skills.
* Strong analytical and problem solving skills.
* In depth understanding of critical path method.
* Scheduling experience in transmission line projects.
* Advanced reporting skills
* Knowledge of Oil, Gas and Chemical industry technologies,

**01 Jan, 1977- 06 Nov, 1985**

* **Computer Operator (Sysorex International Company)**
* Monitor and control electronic computer
* Peripheral electronic data processing equipment
* Operating instructions enter commands at a computer terminal
* Set controls on computer and peripheral devices.
* Monitor and respond to operating and error messages.
* **Education**

Certificate: High School

School Name: UM-Alqura high school

Location: Jubail, Saudi Arabia

Year Started: 14 March, 1988 Year Finish: 06 May, 1991

* **Coerces**

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| * On Line Operation Management USA 1985
* The Management Skill and Techniques USA 1985
* A Guide To Effective Data Base AAI USA 1985
* Managing People USA 1985
* Effective Time Management USA 1985
* English Coerce USA 1984
* Total Quality Management KSA 1993

  | * Operator Training On ES/9000 KSA 1993
* Defensive Driving Program DDC III KSA 1992
* Defensive Driving Course KSA 1987
* Marketing Specialist Certified Diploma KSA 2016
* Affiliate Marketing Secrets Course KSA 2016
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* **Language**

* **Arabic** Mother language
* **English** Fluent

* **Author Skills**
* Excellent productive in high volume. High stress. Environment.
* High productive in the use of Microsoft Office 2016 professional.
* Good on relationship management
* Government Relation Skills
* Operational characteristics and activities Management,
* Quality assurance and supply chain management
* Planning and organizing
* Products development and growth Skills
* Excellent management to analyze policies, business processes, operational needs and staff performance as well like methods and way of competitive bidding and negotiation
* Customer service and target oriented
* Human resources management skills