



MOHAMMED ABDUL KAREEM

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PROFESSIONAL SUMMARY

Results-driven Procurement Manager with 15 years of experience in strategic sourcing, supplier management, contract negotiation and procurement operations across diverse industries including construction, food, dairy & automobile. Proven expertise in managing procurement for turnkey projects, ensuring cost efficiency, quality standards, and timely project execution. Skilled in implementing best procurement practices, category management, and ERP systems to streamline procurement workflows. Adept at leading cross-functional teams and fostering long-term relationships with global and local suppliers to enhance business sustainability.

SKILLS

- Strategic Sourcing & Procurement Planning
- Process Development: End to End P2P Workflow Process
- Contract Negotiation & Vendor Management
- Inventory & Logistics Management
- Supply Chain Optimization & Cost Control
- ERP: ORACLE -FUSION, SAP

EXPERIENCE

Procurement Manager

January 2025 - Current

International Raqiate Ltd | Riyadh, Saudi Arabia

- Lead and manage all procurement activities to ensure the timely delivery of materials and services for turnkey projects.
- Develop and implement strategic sourcing strategies to optimize cost, quality, and delivery performance.
- Conduct market research to identify potential suppliers and assess their capabilities and financial stability.
- Establish and maintain strong relationships with suppliers and subcontractors.
- Negotiate contracts, terms, and pricing to ensure favorable conditions for the company.
- Draft, review, and manage contracts and agreements with suppliers and subcontractors.

Materials Purchase Manager-PEB Projects

April 2023 - December 2024

New Vision Constructions | Hyderabad, India

- Identify and source materials like steel, fasteners, roofing sheets, insulation, purlin girts and other components used for columns, beams, and other structural components specific to PEB projects.
- Evaluate and negotiate with vendors to secure the best quality materials at competitive prices.
- Handle purchase orders, invoices, and contracts.
- Monitor vendor performance and ensure compliance with project specifications.
- Maintain optimal stock levels to avoid delays or overstocking.
- Work closely with project managers, engineers, and site teams to align material procurement with project timelines.

Procurement Manager

December 2021 - February 2023

AL Watania Agriculture Co. | Riyadh, Saudi Arabia

- Played Key role in development and implementation of procurement sourcing strategies in various categories.

- Involved in developing and executing Category level purchasing. (Constructions, Raw Material, Food, Dairy, Packing & CO-Packing).
- Successfully handled spend worth SAR 200 Million all Categories Capex, Opex, Packing, and Animal Feed.
- Driving Cost Savings of SAR 6 Million per Year.
- Conduct contract negotiations on terms and conditions for projects while liaising effectively with relevant stakeholders.

Procurement Specialist

November 2012 - September 2021

NADEC-Food & Dairy Co. | Riyadh, Saudi Arabia

- Coordinate with production, quality assurance, and other departments to gather procurement requirements.
- Verify the specifications, quantity, and urgency of requested items, ensuring alignment with operational goals.
- Evaluate suppliers based on quality, pricing, compliance with safety standards, and delivery capabilities.
- Issue RFQs to shortlisted vendors for competitive bidding.
- Compare quotations and negotiate terms to secure cost-effective and high-quality supplies.
- Finalize the vendor selection with internal approvals.
- Draft and issue purchase orders with clear specifications, delivery timelines, and payment terms.
- Share purchase orders with vendors and internal stakeholders.
- Coordinate with vendors and warehouses to ensure timely delivery.

Procurement Officer

November 2010 - October 2012

National Port Services Co. Ltd | Jubail, Saudi Arabia

- Receiving the requisitions from the Department Heads and ensure the request details properly mentioned like Part Numbers, Technical Specifications, Quantity etc.
- Verify the specifications, quantity, and urgency of requested items, ensuring alignment with operational goals.
- Sending RFQ to the supplier's both local and International depending upon materials.
- Coordinate with suppliers and logistics providers to ensure timely delivery of materials.
- Processing PO to suppliers and follow up for acknowledgment along with P.I for payment process.

Purchase Executive

March 2009 - August 2010

Carrier Air Conditioning Co. | Riyadh, Saudi Arabia

- Receiving Order Request Verifying them with system Stock and checking ON-HAND stock and DUEIN.
- Preparing Orders as per the request both Domestic and International after verification.
- Maintaining the orders in the logbook and update the same in the system.
- Sending the Orders along with shipment instructions and maintaining the same in records.

EDUCATION

Master of Business Administration (M.B.A.)

November 2001


Kakatiya University, Telangana, India

LANGUAGE

ENGLISH

ARABIC

 Proficient (C2)

 Intermediate (B1)