

MOHAMMED SUHAIL

PROCUREMENT SPECIALIST

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PROFILE

Driven Procurement Specialist with over 14 years of extensive experience in purchasing and supply chain management, consistently delivering results through strategic procurement and supplier relationship management. Expertise in procurement planning, risk management, and material management ensures effective sourcing strategies that align with organizational goals. Demonstrates exceptional analytical capabilities and negotiation skills, fostering strong partnerships with vendors to achieve favorable contract terms. Eager to leverage this wealth of experience in a challenging new role to drive business success.

PROFESSIONAL EXPERIENCE

Procurement Specialist, Arabian Geophysical & Surveying Co., Ltd., KSA September 2024 — Present

- Sourcing and evaluating suppliers of specialized geophysical, seismic and non seismic, mining, and technical equipment and services critical for exploration projects in oil, gas, and mining.
- Managing end-to-end procurement cycle from receiving PR to payment, delivery, and closure, ensuring cost efficiency, compliance, and timely execution.
- Managing procurement of advanced technology, field instrumentation, and operational consumables, ensuring timely delivery to support uninterrupted survey and exploration operations.
- Negotiating contracts and purchase agreements with both domestic and international vendors, with strict compliance to Saudi regulatory, safety, and sustainability standards.
- Ensuring that all procured products and services conform to Company's quality, technical specifications, and code of conduct for business ethics and sustainability.
- Collaborating with technical teams (geoscience, engineering, operations) to precisely define material and service requirements aligned with each project's needs.
- Maintaining up-to-date supplier records and evaluating performance to support strategic vendor relationships focusing on cost, quality, and innovation.
- Monitoring inventory of critical field equipment, seismic instruments, and routine supplies, supporting project planning, maintenance, and emergency needs.
- Executing bidding, quotation, and tendering processes according to internal governance guidelines and Saudi best practices.

Procurement & Inventory Specialist, Bakhshab Transport & Trading Co. Ltd., KSA September 2011 — August 2024

- Input, analyze, and report on data covering all aspects of procurement operations.
- Managed complete RFx processes (RFI, RFP, RFQ) for heavy vehicles, machinery, and critical equipment.
- Competitive benchmarking - identify key benchmark suppliers in RFx efforts.
- Analyze industry and demand trends and support senior/ management with the development and implementation of sourcing strategies.
- Supplier Management- understand and rationalize the supply base, manage key suppliers through a sourcing-led supplier management program and be responsible for supplier escalations.
- Develop negotiation approach, fallback positions, acceptable terms, and conditions through to closure.
- Prepare proposals, request quotes, and negotiate purchase terms and conditions.
- Monitor supplier performance and resolve issues and concerns.
- Supervise all purchase order processes and associated documentation.
- Evaluate supplier quotes based on purchasing procedures and competitiveness in quality, price, and delivery.
- Coordinate technical and commercial evaluations with engineering and end-user departments.
- Supervise all receiving, inspecting and locating of all incoming materials and reconcile with purchase orders. Process and distribute documentation with purchase orders, reports, documents and tracks damages and discrepancies on orders received.
- Maintain inventory controls by collecting stock location orders and printing requests.
- Prepare payments by verifying documentation, and requesting disbursements.
- Train and direct the work of student assistants.

Sales Executive & Coordinator, Baha Computer Hardware & software Trading April 2011 — August 2011

- Respond efficiently to incoming sales inquiries, preparing brochures as needed.
- Generate monthly E-sales reports, analyzing trends for strategic decisions.
- Maintain detailed sales and performance records to ensure data accuracy.
- Achieve sales targets while identifying and securing new business opportunities.
- Cultivate vendor relationships, monitoring pending orders and updating sales and project management on delivery status.

Retail Sales Executive/Branch in charge, DHL Express India LTD.

May 2010 — March 2011

- Address client queries via phone and in-person, ensuring satisfaction and timely resolution.
- Analyze client requirements, propose optimal solutions, and provide accurate quotations.
- Manage documentation processes, including invoices and packing lists, adhering to company standards.
- Generate daily, monthly sales activity, and operational reports to optimize performance.
- Supervise daily operations, coordinate business development efforts, and train new staff effectively.

EDUCATION

MBA: Finance

2013

Allahabad University - Kerala, India

B. Com with Computer Application

2010

Institute of Technology - Kerala, India

Higher Secondary School

2007

International Indian School - Dammam , Saudi Arabia

SOFTWARE PROFICIENCY

Microsoft Dynamics 365

SAP

ERP Oracle

Tally Accounting

JavaScript and other Programming Languages

TECHNICAL SKILLS

Procurement planning	Supply Chain Management	Deep knowledge of heavy equipments and spare parts	Material Management
Knowledge of Accounting Practices Cost Analysis	Risk management & Inventory control	Strategic industry Management	Analytical Skills

REFERENCES

Upon Request

ADDITIONAL INFORMATION

- **Languages:** English, Arabic, Hindi, Malayalam