



ABDEL RAHMAN MALKAWI

📍 Amman, Jordan

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SUMMARY

Results-driven Tender & Procurement Engineer with 2 years of experience in procurement processes, tendering, and contracts management. Proficient in Projects Pricing with the ability to work independently and collaboratively with cross-functional teams to achieve project goals.

EXPERIENCE

TENDER & PROCUREMENT ENGINEER, 05/2021 - Current

Ideal Integrated Developed Engineering Services, Amman, Jordan

- Developed, managed and implemented the procurement process and procedures to ensure compliance with the company's policies and regulations.
- Prepared and reviewed tender documents, including Requests for Quotations (RFQs), Requests for Proposals (RFPs), and Requests for Information (RFIs).
- Coordinated the bid evaluation process to select the best supplier/vendor based on technical specifications, delivery time, and cost-effectiveness.
- Negotiated contracts and agreements with suppliers/vendors to ensure cost-effective purchasing decisions.
- Conducted supplier/vendor evaluations and performance monitoring to ensure compliance with contractual obligations and quality standards.
- Maintained accurate and up-to-date procurement records, including purchase orders, contracts, and invoices.
- Developed and maintained relationships with key suppliers/vendors to ensure a reliable supply chain and timely delivery of goods and services.
- Handled billing, archiving, and documenting tasks to support efficient project operations.

SKILLS

- Proficient in procurement processes, tendering, and contracts management
- Strong negotiation, communication, and interpersonal skills
- Knowledgeable in contract law and commercial terms and conditions
- Experience with contract management software and tools
- Ability to work independently and collaboratively with cross-functional teams
- Projects Pricing

EDUCATION

Hashemite University, Zarqa, AZ, 2021

Certificate of Higher Education: Civil Engineering

LANGUAGES

Arabic: First Language

English:

B2

Upper Intermediate