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**Mahmoud Hussein Albweitel**

**Procurement Manager**

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# SUMMARY: -

# Extensive experience in construction engineering and contracting with reputable and established companies.

# Exclusively 16 years as a procurement manager for major construction company in Saudi Arabia / El Seif Engineering Contracting Co. Ltd.

# In addition to another 14 years as a Civil Engineer and project manager with many prestigious construction companies in Saudi Arabia.

# OBJECTIVE:

# Seeking a position in Civil Engineering and Building Construction Management, Technical, Contracts/ Commercial as a Procurement Manager Opportunity to use my skills, knowledge & experience in Construction Management, Procurement and Tendering with a growth-oriented well-established organization.

# STRENGTHS:

Easily understand and solve technical problems and Commercial issues. Consistent record of forging strong relationships. Enjoy working as a team member as well as independently. Able to coordinate several tasks simultaneously. Experience in Construction & Projects Management, Commercial Matters, skilled in Contracts & Subcontracts negotiation and Management, materials costing & procurements for large projects with solicitation of local and international suppliers. Committed to implementing Policies, Procedures and quality improvement techniques.

# EDUCATION

Arab Community College – Amman – Jordan

Diploma Degree in CIVIL ENGINEERING – (1981 – 1984) Course on Design & Execution of private constructions

# Computer Skills:

Operating systems: Windows

Software: MS Office, Familiar with Primavera

# TRAINING COURSES

Primavera 6. MS Project.

Project Management Preparation (PMP). Value Engineering Methodology Workshop.

**SAHRA STAR CONTRACTING CO. – RIYADH, KSA Procurement & Tendering Manager**

From: 01 Feb 2018 – 01 May 2022

 Responsible and Control of the Procurement and Tendering activities,

Which includes sourcing and prequalification of suppliers/subcontractors, subcontract risk assessment. Manage vendor relationships through professional communication, execute accurate purchase order placement, and ensure all vendor contracts and pricing are maintained. Organize and prioritize workloads for maximum effectiveness and understand the sense of urgency. Effectively communicate throughout the project lifecycle with all project partners. Coordinate with internal teams to ensure our warehouse receives schedules on time. Ensure regional project needs align with inventory available, and able to problem solve when there is a discrepancy. Track orders and expedite as appropriate with suppliers to ensure timely delivery. Implement and drive process improvements Compile, maintain and analyze inventory reports. Reporting to GM.

# Oversee all tender and bid activity including pricing, preparation and submission, ensuring accuracy and quality, from initial enquiry and take-offs, Manage the existing estimating team, offering guidance, advice and training as the department steadily grows around us, while maintaining a hands-on role, Provide detailed breakdowns of tenders to directors and clients, including analysis of risk and opportunity, Obtain best value sub-contract and supplier prices in order to maximize value for money within secured works, Procurement of sub-contract works including documentation and compliance

Hold and attend regular tender review meetings, become a focal point for developing business opportunities with clients, Effective communication with clients, suppliers, external consultants and colleagues through to senior management. Reporting to GM.

Projects: MOI – KAP1- Qassm, Government Complex – Jeddah, Elinma Bank (5 projects).

**EL SEIF ENGINEERING CONTRACTING CO.LTD. – RIYADH, KSA Procurement & Materials Manager**

From: 23 Jul 2006 to 11 Jan 2018

Responsible and Control of the Procurement Materials activities, reporting to the Procurement Director, guide procurement activities to sustain best value for procured goods and services for the lowest total cost while working closely together with Business Units of El-Seif Subcontracts and confirming their Contractual and Commercial Terms & conditions. Implementation of Procurement Policies and Procedures. Manage suppliers and subcontractors payments and confirmation of LCs opening timings with the Finance and deliveries of materials & equipment as scheduled.

The Main Clients for El-Seif Co, are Ministry of Interior (MOI) and M/s ARAMCO.

##  Projects:-

King Abdullah financial district at Riyadh, Princess Norah University - Riyadh, MOI Housing Project - Jazan, MOI Headquarter Building – Jeddah, Sadara project for Aramco - Eastern province

**ALSOHAIM CONTRACTING ESTABLISHMENT – RIYADH**

 **Project Manager**

From: 01/10/97 to 10/05/2006

Direct and manage project development from beginning to end, chart out the budget for the project, in coordination with head office. Develop complete project plans and associated communications documents. Communicate project expectations to team members and

Stakeholders in a timely and clear fashion. Coordinate with concerned departments at the head office to ensure timely support and ensure follow up for ongoing project - related tasks.

Ensure Liaison with project stakeholders on an ongoing basis. Estimate the resources and participants needed to achieve project goals. Determine and assess need for additional staff and/or consultants and make the appropriate recruitments if necessary

during project cycle. Delegate tasks and responsibilities to appropriate personnel. Identify and resolve issues and conflicts within the project team. Plan and schedule project timelines and milestones using appropriate tools.

Develop and deliver progress reports, proposals, requirements documentation, and presentations.

Determine the frequency and content of status reports from the project team, analyze results, and settle problem areas. Proactively manage changes in project scope, identify potential crises, and devise contingency plans. Define project success criteria and disseminate them to involved parties throughout project life cycle. Coach, mentor, motivate and

Supervise project team members and contractors, and influence them to take positive action and accountability for their assigned work. Reporting to the projects director.

**HAIF BIN ABOUD AL KAHTANI CO – JIZAN – KSA**

Sr. Civil Engineer (External works and Facilities)

From: 01/08/95 to 01/09/97

Ensure proper implementation of safety policy during execution of work.

Planning, organizing, monitoring and controlling daily site activities of suppliers and subcontractors. Recording all site activities data, maintaining site daily report in a professional manner, and reported to the PM, Preparing and conducting daily inspections, managing mock- up construction. Overall monitoring all trades in terms of progress, quality, HSE, and cost control. Coordinating between different trades to ensure smooth site progress. Any other tasks assigned by the Construction Manager. Reporting to the Construction Manager.

Job-Specific Skills/Abilities :

* Site construction knowledge, and preferred to have hands on site construction.
* Ability to build relationship with colleagues.
* Ability to influence and motivate people.
* Ability to work independently and to organize tasks with minimum supervision.

Projects

Social Security building – Jizan

**SOUTHERN REGION CEMENT CO. JIZAN – KSA**

## Civil Engineer – Utility Section

## From: 22/11/89 to 21/6/91

Maintenance works for the existing Family housing villas and infrastructure.

Refractory bricks lining works for cement kilns and Pre heaters, in addition to all plant Maintenance and utility works.

Conducted surveying works for the Cement Factory boundary wall, and all the new construction works in the plant area.

Conducted the Supervising works to construct of the new cement paper bags factory.

Reporting to the Head of Utility Section.

## ABDUL-HALIM ENGINEERING OFFICE – AMMAN - JORDAN

## Site Engineer

 From: 18/10/86 to 29/12/87

Responsible to Supervising works for housing project

 (Residential Villas), reporting to the project manager.

# Skills:

* + Strong negotiation skills.
	+ Analytical Skills.
	+ Knowledgeable in working with, managing teams, and sub-contractors.
	+ Professional in materials procurement sequential stages (e.g. request for quotation ,canvassing, verifying quantities from RFC drawings, submittals approvals as per project specs, issuance of the purchase order, and finally delivery at job site)
	+ Closely updated with most of construction materials prices and suppliers all over (KSA, UAE,).
	+ Strong communication with clients to resolve issues and ensure satisfaction.
	+ Excellent communication and motivation skills, both written and oral. Strong management and interpersonal skills.
	+ Known for outstanding negotiation skills.
	+ Outgoing personality, enthusiastic, persistent and confident.
	+ Ability to relate people at any level of business and management.
	+ Ability to work efficiently in a dynamic, hyper-growth environment.
	+ Professional in negotiating pricing, contracts, and commercial terms.

 **References:** Upon Request.

# Others:

* Valid Jordan Driving License.
* Valid Saudi Driving License.