

Alharbi, Hani Selmi Saliemi

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Procurement • Contracting • Benchmarking • Business Analysis

Highly experience and seasoned professional with an expertise in procurement, inventory management and analysis, seeking a position within a dynamic company

EXECUTIVE SUMMARY

- Proven ability to effectively communicate with people of various backgrounds, consensus builder
- Detail-oriented, alert and attentive problem-solver
- Efficient team-player, but equally competent when working independently
- Able to multitask and perform in emergency situations; clear-minded
- Outstanding ability to perform cross-functionally
- Stress-resistant and able to perform under pressure

AREAS OF EXPERTISE

Business Process Management
Business Analysis
Contract Management
Value Chain Analysis
Financial Analysis
Cost Analysis

Bottleneck identification
Price Negotiation
Customer relationship Management
Procurement
Suppliers Management
SAP/R3

PROFESSIONAL EXPERIENCE

QGTC NAKILAT • DOHA, QATAR

Senior Procurement Officer

Jun 2010 – Present

- Accountable for Procurement department establishment and handling of contracting and procurement operations (price agreement and service contracts compilation, suppliers' performance management, policies and procedures enforcement); coordinate customer and stakeholders relations
- Appointed to implement the Material Management module of SAP/R3 due to my solid 10-year hands-on experience with SAP/R3; resolved contracting and procurement transactions problems
- Deliver overall business process management (RTP, sourcing strategies assessments, benchmarking) through utilization of TCO concepts, risk identification/mitigation, E-Commerce, line bidding OLB and reverse auctioning
- Perform quality management and handled service level agreements; ensure process compliance with established standards to achieve continuous improvement
- Coordinate delivery and RPI/P/Q performance, best values negotiations, disputes resolution, market intelligence and supply chain cooperation within the supplier-vendor relationship management process
- Provide operational adherence to established goals, available resources, targeted collaborations and processes through KPI monitoring and continuous improvement strategy deployment to improve efficiency
- Facilitate the C&P portfolio functioning through enforcement and guidance of C&P processes, policies and procedures, strategies and HR management
- Assess, review and modify impacts of procurement on capital investments; accountable for contracting and procurement strategies adherence to vision, mission and business plan
- Develop prospective strategic partnerships and long-term agreements thus securing stable goods and service availability at a competitive price
- Handle annual expenditures of &15-20M; as to date: secured service and procurement contracts for over \$18M, as well as processed orders for total value of \$1M

PDO • MUSCAT, OMAN**Buyer/Inventory Analyst****Jan 2005 – Jun 2010**

- Served as a buyer and inventory analyst for MRO, engineering materials and spare parts; performed materials evaluation and managed MRP operations via SAP/R3 system; assessment and selection of suppliers/vendors
- Developed effective procurement strategies and proposals with a consequent presentation to Major & Minor Tender Boards, as well as handled bids evaluation and line bidding; coordinated RFP & RFQ
- Accountable for commercial negotiations conduct, as well as creation and management of purchase orders and contracts
- Expedited deliveries and administered delivery performance of contracted vendors
- Executed trends analysis and data attainment across the CPL interfaces through end user discussions
- Assigned to contribute to contracting procurement and logistics business improvement initiatives through revision of SAP/R3 utilization, compliance and effectiveness to eliminate operational gaps
- Developed effective process improvement ideas and strategies and presented them to senior management to facilitate buy-in and attain deployment approval
- Introduced and implement pilot change project; controlled changes to ensure sustainability and continuous improvement; executed PIR and VAR to deliver reports on results
- Volunteered to work as a supply chain analyst; developed and managed service contracts and procurement of high value items (till Apr 2007)
- Gained promotion to Team Leader with a responsibility for inventory management operations assurance and compliance; managed 4 subordinate employees; enforced established procedures and system utilization practices (Apr 2007 – Jun 2008)
- Contributed to Digital Data Exchange System (which linked SAP/R3 system with vendors) replacement project through feasibility study and vendor evaluations; accountable for procurement of business requirements
- Executed job preparations, planning and scheduling operations, as well as troubleshooting, overhauling and breakdowns route-cause analysis

ENG Analyst**Feb 1999 – Jan 2005**

- Served as a spare parts and materials analyst for engineering & operations technical support
- Conducted spare parts and materials procurement and sticking needs assessment, as well as coordinated user/supplier specifications changes; administered interchanging records and materials bills for SAP/R3
- Accountable for spare parts and materials price agreements management

P R E V I O U S E M P L O Y M E N T**Maintenance Engineer • PDO • Muscat, Oman • Jan 1989 – Sep 2002****Apprentice Mechanic Engineer • PDO • Muscat, Oman • Sep 1986 – Jan 1989****C E R T I F I C A T I O N S A N D T R A I N I N G S**

Procurement and Supply Chain Management Best Practices • COPEX, Dubai • 2007
 Contract Management Course • PDO, Oman • 2007
 Contract Development and Administration • Institute for Supply Management • 2006
 Negotiation Skills Part 1 & 2 • PDO, Oman • 2005
 Effective Supply Chain Management Program • PDO, Oman • 2004
 Materials Inventory Management • SHELL, Oman • 2000
 B TEC National Certificate • Engineering • B TEC Council, UK • 1988

S K I L L SMS Office Suite
SAP/R3Fluent Arabic
Fluent English**R E F E R E N C E S A V A I L A B L E U P O N R E Q U E S T**