



## Curriculum Vita for

### **Engineer: Mahmoud Mohamed Al Saleh**

RIYADH, KSA

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#### **Personal Data**

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- **Date & Place of Birth:** 15/02/1979, Syria
- **Nationality:** Syrian
- **Religion:** Muslim
- **Gender:** Male
- **Military Status:** Exempted
- **Marital Status:** Married
- **Driving License:** Private
- **Passport:** Available

#### **Education**

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- **B.Sc., Civil Engineering (Structural Department)**  
Aleppo University, Faculty of Engineering at Aleppo, Syria, 2004  
General rate of appreciation: Good, Graduation project appreciation: Distinction
- **Graduation project (Structure Analysis).**
- **CAREER LEVEL**  
Career Level: Mid-Career (Over 15 years' experience)  
Salary: Negotiable

#### **Work Experience**

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**AL RAJHI CONSTRUCTION CO (RCC) 11/2019 until now**



- Procurement & Contracts Manager

## AFRAS Trading and Contracting



(CONSTRUCTION SECTOR) 1/2010 –11/2019

- Procurement Manager
- Contracts Manager
- Responsible for Submittal Approval of, Structural, And Architectural Finishing Materials for Projects from The Consultant and Client)
- Responsible pricing tenders.

### **My duties as a Procurement Manager:**

- 1- Plan, manage and organize the overall operations and activities related to Procurement department in a proper and professional manner.
- 2- Leadership, guidance and directing of the Procurement team in procurement department considering the optimization and efficient utilization of available manpower.
- 3- Prepare Procurement Plan & Procurement Procedures in accordance with the company policy.
- 4- Review all project documents [drawings, Specification, BOQ] to develop a comprehensive list of material Requirements.
- 5- Review the project Contract, Quality & Safety requirements that related to procurement of the project Materials, equipments & consumables.
- 6- Coordination and matching of the procurement Schedule and material delivery schedule with the main project schedule.
- 7- Analyze the local market and delivery systems in order to assess present and future material availability with the most cost-effective techniques.
- 8- Establish & maintain a data base for a main suppliers list for local suppliers to cover all the project materials and requirements.
- 9- Buying the products and services at the right price from the right source at the right specification that meets user's needs in the right quantity for delivery at the right time.
- 10- Receiving and or preparing the material requisition as per project specifications and included the supported documentation and standards.
- 11- Selecting the local Vendors / suppliers as per the client approved vendor list and/or as per my company recommended vendor list based on their previous performance.
- 12- Review and approve the enquiries / RFQ to the selected Vendors / suppliers included the supported project specification and documents as per the latest revision.
- 13- Arrange and review the technical & commercial evaluation and comparison reports for the suppliers / bidder's quotations & proposals and ensure the commercial offers are less or within the project budget figures.

- 14- Negotiate prices, delivery dates, terms of payment & delivery points with the Vendors / suppliers in a proper and professional manner to ensure timely and cost-effective agreements.
- 15- Prepare Technical material submittal and send it to the client for his Approval.
- 16- Placing Purchase orders and prepares subcontract packages and contracts as per the latest project specification and requirements.
- 17- Establish & Maintain Purchase orders Tracking System by register all project Purchase orders in Purchase orders log.
- 18- Monitoring & expediting the delivery of the placed Purchase orders with close follow up for critical deliveries to ensure the vendor will be able to fulfill his obligations on time.
- 19- Establish smooth logistics operations for timely delivery of materials by develop strong network of land transporters for transportation services and maintaining agreements with transporters, Freight forwarders, shipping agents & customs clearance agents.
- 20- Monitoring & controlling of receiving the materials in the company stores and ensure the received materials are completely as per the purchase order requirements.
- 21- Establish and Monitor the Min. & Max. Stock level for main consumable materials in the stores to ensure availability of these items all time.
- 22- Establish & Maintain Suppliers Invoices Tracking System by register all Suppliers Invoices in Suppliers Invoices log, verify and approve the Suppliers Invoices for payment.
- 23- Expediting the Procurement processes by establishing and maintaining pre agreed terms, conditions and standards with selected suppliers for the bulk materials and main consumable materials.
- 24- Ensure continuous availability of back-ups for most of the suppliers in general and suppliers of strategic items in particular by searching in local and international markets for new sources and new solutions to ensure continuous availability of the materials.
- 25- Maintain a good working Communication & relationships with other departments in the company, suppliers, contractors and service providers.

### **My duties as a Contract Manager:**

- 1- Review & negotiate the company contracts with its clients and ensure all risks within that contract are amended to ensure no possible comeback risks to the company.
- 2- Drafting the contract / sub-contract terms & conditions for company vendors / subcontractors as per the project obligations & requirements
- 3- Negotiating the contract / sub-contract terms & conditions with the company clients, vendors or subcontractors.
- 4-Follow up & tracking the implementation of the contract / sub-contract terms & conditions with the company clients, vendors or subcontractors
- 5- Advising on contractual procedures for dispute resolution with company clients, vendors or subcontractors
- 6- Preparation the contractual responses to vendors /subcontractors claims and issuance of cost escalation or de-escalation amendments

## **AL HARBI TRADING & CONTRACTING CO.LTD**



**Saudi Arabia, Jeddah  
Procurement Engineer**

**7/2005 – 1/2010**

- 1-Establishing and implementing the Material Procurement Plan.
- 2- Ensure the materials / equipments are procured from the approved vendors and manufacturers
- 3-Ensuring the Material Requisition, Material Submittals and Purchase Orders are prepared as per the project requirements.
- 4-Acquiring from the vendors / manufacturers corrective actions for any non- conforming Materials /

equipment noted during inspection.

5-Preparing material status weekly updates.

6-Procurement Engineer will coordinate with Procurement Logistics for Materials/Goods/Equipments delivery & clearance.

## **ALBIC for Engineering & Contracting                      6/2004 – 7/2005**

### **Project Engineer**

1-Responsible for design and construction management of residential, commercial sites  
2-development; managed the preparation of full sets of contract documents. Prepared preliminary/final drainage, grading, roadway, utility contract documents.

3-Prepared technical reports: structure repairs, steel/concrete tank cost/benefit

4-Managing processes and construction management plans

5-Reviewed shop submittals, contractor pay requests; change orders, punch lists

6-Prepared substantial/final completion documents

7-Designed site drainage, grading, roadway, utility contract documents and reports.

### **MEMBERSHIPS**

Organization	Role	Member since
Syrian Engineering Association	Member	March 2004
Saudi Council of Engineers	Professional	Dec. 2011

### **Computer Skills** \_\_\_\_\_

- Civil engineering programs:  
Excellent knowledge of: AutoCAD (2D), SAP2000, ETABS, SAFE  
Basic knowledge of: MS Project), SAP2000, ETABS, SAFE
- Very good knowledge of: Microsoft Office (Word/Excel/PowerPoint), Windows

### **Linguistic Abilities** \_\_\_\_\_

- Arabic Mother tongue language
- English good at reading, good at writing, good at speaking