

# SAEED ALZAYER

Purchase Executive



## Personal Info

### Address

Saudi Arabia -Jubail Industrial City

### Phone

+966563709612

### E-mail

saeed7988@hotmail.com

### Date of birth

25 May 1989

### Marital status

Married

## Skills

Negotiation

Interpersonal and communication

Mathematical basics skills

Team player

Quick learner

Problem Solving

## Languages

Native Arabic

Fluent English

Purchase Executive, with 7 years of experience in purchasing & logistics and 3 years in HR and Admin. Seeking an opportunity to gain experience, knowledge, earn respect, money and status in administration stream through hard work and loyalty in the esteemed organization.

## Experience

Apr 2015 -  
present

### Purchase Executive

*Intermediate Chemicals Co. (Arabian Zinc Oxide Factory)– Jubail Industrial City*

#### 1. Local Raw Materials purchases :

- a- Based on monthly RRP and production requirement, contacting raw material suppliers and re ordering as per management target plan and budget.
- b- Raising the raw materials purchase orders in ERP system.
- c- Arranging the trucks to load the local raw materials from suppliers in case of any EX-Work terms.
- d- Following with authorized custom's clearing agent , for clearing the imports raw materials and ensure documents as per Saudi Custom's Law.
- e- Closing the purchase orders in system after confirm receipt as per production team requirement.

#### 2. Local Consumables purchases:

- a- Based on minimum reorder level in inventory's system, contacting the consumable suppliers and reordering as per monthly sales needs.
- b- Raising the P.Os in system and follow for fast scheduled delivery, after confirm receipt as per requirement closing the P.Os in system.

#### 3. Plant spare parts and maintenance purchases:

- a- Based on production and lab team requests, ordering spare parts and service maintenance from approved vendors list.
- b- In case of not available from list, finding new sources and vendors is a job I have to search from all over the world to help production team close their issue.
- c- Raising P.Os in system and closing them with account department after confirm receipt as per requirement.

#### 4.RRP & Budget participate:

- a- Participated on preparing 2018 budget for purchase department.
- b- Participated on monthly updating purchase RRP with production and sales managers.

Oct 2012 -  
Apr 2015

### HR & Admin Coordinator

*Qanbar Dywidag – Jubail industrial city*

#### 1. Employment & Deployment

- a- Preparing employment contract for new joiners , whether in Arabic for Arabians or English for none Arabians.
- b- Updating the new joined employees data in system, and for those gone Exit as well.
- c- Deploying new staff and labors for the company through an approved deployment agent, then following for documentation to be completed till arrival of new employee.
- d- Through company concern department I contact and arrange accommodation for new joiners
- e- Hiring and rent labors if any shortage in production project.
- f- Preparing the report for HR manager for how many visas used and remaining and under process, also the report for hired labors.

## 2. Traveler's Ticketing

a-Based on received approved vacation, exit, business trip applications, I contact the company's agencies and book the tickets by following the policy it's policy, and updating data in system.

b-Preparing the monthly report to finance and account department for tickets booked and confirmed .

## 3. Passport Payments

a-Entrusted by the company to have the authority to use an established separated bank account for passport payment mainly, as Iqama renewal, work permit, and any other government relation matter.

b-Updating finance account monthly with the credit and debit passport payment report and ensure opening account match with closing account as zero.

## 4. Payroll's Checking

a- Acting as a payroll clerk for the labors wages , and employees salary , ensure before raising it to account department everything correct.

## 5. Payroll bank cards for labors and staff

a-Following with bank for cards that about to expire and ensure receiving and handing to labor's foreman to distribute to the concern labors.

b-Contacting bank representative to solve the payroll cards issues for the labor by preparing.

c-Canceling cards for employees going exit.

d-Issuing new cards for new joined employees.

e-Updating Admin supervisor with related bank report for all cards.

Dec 2011 -

## C.E.O's secretary

Oct 2012

*Qanbar Dywidag – Jubail industrial city*

- Contracts filing
- Clients Appointments
- Events Invitations
- Minutes of Meeting

2006 -

## Receptionist

2006

*KARAN Hotel – Jubail industrial city ( Two months )*

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## Education

2015 -

**Imam AbdulRahman Bin Faisal University, ( University of**

Apr 2019

**Dammam ) , Bachelor of Business Administration**

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## Courses

2010

Intensive English programs (IEP) - *Louisiana USA (2 months)*

2007

Intensive English programs (IEP) - *Toronto Canada ( 2 months )*

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## Software

ERP system

Microsoft Office : Word, Excel, PowerPoint , outlook, etc.



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## References

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Mr. Naser Alshehri, Commercial Manager, phone number 0505955030  
*Intermediat Chemichal Co.*

Mr.Salah Alquari, Commercial Manager Assistant, phone number : 0550245475 /  
0133417094 EXT.102.  
*Intermediat Chemichal Co.*

Mr. Mohammed Al-Haddad, Personnel Manager, phone number 013401234 EXT.  
1106.  
*Qanbar Dwyidag Company*

Mr. Naz Siddique , Personnel Officer at Qanbar Dwyidag, phone number  
013401234, mobile +966503177475.  
*Qanbar Dwyidag Company*

Other references available upon request.