



Ahmed Alkhwaja

ARCHITECT AND PROCUREMENT SPECIALIST

📍 Dammam 📞 055 397 1840 ✉ a.khwaja787@gmail.com

PROFESSIONAL SUMMARY

An Architect with more than 6 years of experience as site engineer and Procurement Specialist with an understanding of supply and demand. Bilingual expert in coordinating with vendors regarding the following services. A hardworking job seeker with strong organizational skills eager to attain the high standard. Team willingness to achieve company goals. Trusted employee

SKILLS

- Effective communication
- Purchase order creation
- Supply chain planning
- Price dispute resolution
- Price negotiation
- Vendor relationship management
- Software Proficiency
- Excellent Communication
- CAD software proficiency
- Graphics design
- Revit
- 3D MAX
- Microsoft Office expert

WORK HISTORY

PROCUREMENT SPECIALIST

04/2020 to CURRENT

ALBawani Construction Company | Dharan

- Carefully read and interpreted requisition orders to understand specialized terms and requirements.
- Negotiate with suppliers the basic terms of procurement.
- analyzed and reported on data covering all aspects of procurement operations
- Make a weekly report and update all received materials
- Evaluated supplier quotes based on purchasing procedures and competitiveness in quality, price and delivery.
- Reduced production downtime by overseeing quality control and assembly.
- Negotiated vendor payment terms and contract conditions to meet aggressive production and cost requirements.
- Approved requisitions, placed purchase orders, and expedited goods and services to meet Just in Time inventory controls.
- Reviewed and issued contracts and blanket purchase orders after choosing ideal vendor and drive procurement process.
- Prepared variety of different written communications, reports and documents.

INTERIOR DESIGNER

12/2019 TO 04/2020

West Elm | Khobar

- Developed space planning concepts, color palette selections and textile presentations.

- Participated in furniture selection and documentation of specifications.
- Designed floor plans, elevations, 3D perspective views and material boards for review and presentation.
- Developed key client relationships by providing design solutions that met needs and budgets without compromising quality or design intent.
- Interfaced effectively with contractors and vendors to resolve issues and discuss ideas.
- Assisted clients with budget considerations and made recommendations for furniture, wall hangings etc.
- Exceeded goals through effective task prioritization and great work ethic.
- Managed team of employees, overseeing hiring, training, and professional growth of employees.
- Engaged with customers to effectively build rapport and lasting relationships.
- Helped customers locate products and checked store system for merchandise.
- Increased sales by offering advice on purchases and promoting additional products.

ARCHITECTURAL SITE ENGINEER

10/2015 to 07/2019

AZMEL Company | Jubail - Dhahran

- Conducted project site visits to meet with construction staff, evaluate progress and discuss operational issues.
- Analyzed and interpreted construction designs and specifications created in AutoCAD and SolidWorks.
- Prepared site reports and organized subcontractor invoices, codes documentation and schematics.
- Served as primary interface between clients and company during projects and post-completion support phases.
- Oversaw quality control and health and safety matters for construction teams.
- Ordered and tracked delivery of construction materials and supplies from vendors.
- Developed and maintained courteous and effective working relationships.
- Reviewed construction work against technical designs and drawings to assess compliance.

EDUCATION

Bachelor of Architecture | Architectural Engineering

06/2015

University of Dammam.

University Design Projects:

- Branch Bank
- Compound Housing
- Dammam market development
- Hotel
- Office Tower