



## Khamis Brek

**Procurement and Sourcing Supervisor**  
at Alyuni Co. 8y

**Location:** Riyadh, Saudi Arabia  
**Education :** Bachelor's degree, Medical study  
**Experience:** 8 Years, 5 Months

### CONTACT

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**Location:** Riyadh, Saudi Arabia  
**Name:** Khamis Brek  
**Mobile Phone:** +966.508413507  
**Country:** Riyadh, Saudi Arabia  
**Email Address:** [altharwaco1@gmail.com](mailto:altharwaco1@gmail.com)  
**Website:** <http://Alayuni.com>

LAST ACTIVITY: 2021-06-13

REF.: CV26204487

### TARGET JOB

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**Target Job Title:** Procurement and Sourcing Supervisor, Procurement Specialist, Procurement Supervisor, Purchasing Specialist, Purchasing Supervisor, Purchase Officer, Procurement Engineer, Senior Procurement Engineer, Purchasing engineer, اخصائي مشتريات

**Career Level:** Mid Career

**Target Job Location:**

**Career Objective:** To obtain a position as a procurement specialist or materials/service coordinator that utilizes my purchasing experience in the construction industry as well as my knowledge of manufacturing operations.

**Employment Type:** Full Time Employee

**Target Monthly Salary:** SAR 10 (~ USD 2)

**Notice Period:** Immediately

### PERSONAL INFORMATION

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**Date of Birth** 12 August 1979 (Age: 41)

Gender Male

Nationality Yemen

Additional Nationalities -

Residence Country Riyadh, Saudi Arabia

Visa Status Residency Visa (Transferable)

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Name in Arabic خميس برك

Marital Status Married

Number of Dependents 3

Driving Licence Issued From Saudi Arabia; Yemen

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## EXPERIENCE (8 YEARS, 5 MONTHS)

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April 2016 - Present

### Procurement and Sourcing Supervisor

at Alyuni Co. 8y

**Location:** Riyadh, Saudi Arabia

**Company Industry:** Construction & Building

**Job Role:** Purchasing and Procurement

Procurement Specialist:

Complete sourcing / procurement or purchasing/contracting of Engineering Project goods / materials and services.

Review the PR purchase request, BOQ (bill of quantities) and budget.

Finalize the Pre-qualification criteria.

Prepare & Issue RFQs ( request for quotations ) / RFPs ( request for proposals ) based on the Technical inputs / specifications.

Arrange to issue PO ( purchase order ) /sub-contractor Contract or letter of intent with full terms, incoterms, delivery time and payment terms.

Following up the delivery.

Following up system receiving and invoicing.

Arrange /approve bills for payment

Ensuring timely payments to vendors

supplier / contractors or subcontractor as per order / contractual terms.

Supervising my colleagues and buyers for PRs closing and system assignment.

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Currently upgraded to Procurement and Sourcing supervisor:

responsible for developing long - term supplier relationships, also responsible for resolving complex problems with major suppliers and acting as a point of reference for queries.

Responsibilities:

Resolve complex problems with major suppliers and ensures high annual volumes of procurements with minimum bottlenecks.

Supervise purchasing requirements and project specifications with sector management and suppliers. Track supply market trends (competitive pressures, new entrants, substituting products or services, changes in the value chain).

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December 2012 - February 2016

### Procurement Specialist

at Wared Al-Mina

**Location:** Alqasim, Saudi Arabia

**Company Industry:** Automotive Dealership & Distributor

**Job Role:** Purchasing and Procurement

Procurement Specialist in Auto import Est.

Receiving purchase requests from our clients by phone and email.

Sending RFQ to USA vendors.

Selecting the best vendor.

Payment follow up.  
Sending RFQ to USA Freight transport/shipping companies.  
Follow up the shipping till arrival to the sea port.  
Follow up clearance with our custom agent.  
Follow up the delivery to our end user.  
Maintenance the website and adding new features.  
Marketing of the services to get new clients.

## EDUCATION

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### **Bachelor's degree, Medical study**

at Aden University, Yemen

**Location:** Aden, Yemen  
August 2010

Medical study at Aden University, Yemen.  
Click on Pic to enlarge it



### **High school or equivalent, Scientific section**

at Seiyun High School

**Location:** Al Mukalla, Yemen  
June 1998  
**Grade:** 87.87 out of 100

Seiyun High School - Scientific section  
Click on Pic to enlarge it



## SPECIALTIES

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### **E mail Management**

Questions: 0

Answers: 0

### **Internet Research**

Questions: 0

Answers: 0

### **Logistics**

Questions: 0

Answers: 0

### **Online Shopping**

Questions: 0

Answers: 0

### **Import Export**

Questions: 0

Answers: 0

## SKILLS

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### **Microsoft offices**

Level: (Intermediate)

### **ERP dynamic system**

Level: (Expert)

**Strong math, analytical, organizational, and communication.**

**Level:** (Expert)

**ERP**

**Level:** (Expert)

## LANGUAGES

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**English**

**Level:** (Expert) | **Experience:** More than 10 years

**Arabic**

**Level:** (Native) | **Experience:** More than 10 years

## REFERENCES

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**Eng. Sameh Fouad**

**Job Title:** Director, Logistics & Facilities

**Company Name:** Alayuni Co

**Phone Number:** +966.550248819

**Email Address:**

**Eng. Saeed Al Alasmari**

**Job Title:** Procurement Manager

**Company Name:** AlAyuni Co.

**Phone Number:** +966.598888541

**Email Address:**

## HOBBIES AND INTERESTS

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**Internet and Walking As Exercise**

