

# Ali Alkhars

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## Objective

An enthusiastic mechanical engineer with strong communication skills interested in maintenance, manufacturing, rotating equipment. Eager to learn and further enhance my skills. Able to work under constant pressure, and enjoy working in a team to also learn from my co-workers. Looking for a position in a reputable company to use my bachelor degree and skills to achieve their goals and objectives.

## Education

### 09/2016 - 08/2020 | PRINCE MOHAMMAD BIN FAHD UNIVERSITY

- Major: Bachelor's Degree of Science in Mechanical Engineering
- Related coursework: Corrosion Engineering | Turbomachinery
- GPA: 3.03/4
- Senior Project: Designing an electrical differential motor for a solar electrical vehicle

## Skills & Abilities

**SOLIDWORKS**

**COMMUNICATION**

**MICROSOFT OFFICE**

**WORK UNDER PRESSURE**

**CRITICAL THINKING**

**SELF-MOTIVATION**

**TEAM PLAYER**

**LEADERSHIP**

**SAFETY AWARENESS**

## Experience

### PROCUREMENT ENGINEER | INNOVEST PROPERTIES | 04/2022 - PRESENT

- Responsible for purchasing all site and office needs.
- Using Odoo ERP system to create purchase orders and request for quotations.
- Preparing a comparison sheet for all purchase request and negotiate with suppliers.
- Create payment certificates for all payments and follow up with accounts.

- Sending out inquiries for specific jobs to vendors while also maintaining confidentiality.
- Preparing contracts for jobs requested by the contractor or PMT.

#### **PROCUREMENT ENGINEER | QMAM ALTASHEED CONTRACTING | 06/2021 – 03/2022**

- Responsible for purchasing all site needs.
- Using Odoo ERP system to create purchase orders and request for quotations.
- Preparing a comparison sheet for all purchase request and negotiate with suppliers.
- Create payment certificates for all payments and follow up with accounts.
- Prepare daily progress reports and track purchase requests and follow up with suppliers for delivery.

#### **PROJECT ENGINEER | QMAM ALTASHEED CONTRACTING | 12/2020 – 06/2021**

- Planning and scheduling of mechanical, plumbing, and finishing tasks.
- Coordinating mechanical & plumbing tasks with contractors.
- Monitoring site activity.
- Testing and inspection of all plumbing works.
- Documentation of all inspection requests.
- Monitoring inventory of all required materials.
- Monitoring site activity.
- Updating the project progress report on a weekly basis.

#### **CERTIFICATES**

- Saudi Council of Engineers Professional Accreditation | 10/2021 – 10/2024
- 30 Hours NEBOSH Occupational Health & Safety course | 10/2020 - Present
- Quality Management Lead Auditor | 04/2022 - Present