



## Ameen Sulail

Eastern Province, Saudi Arabia  
[Ameen.Sulail@gmail.Com](mailto:Ameen.Sulail@gmail.Com)

## Material Management Requirement/ Supply Chain Support

+966-545590813 ♦ [Ameen.M.Sulail@gmail.com](mailto:Ameen.M.Sulail@gmail.com)

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### EXPERIENCE

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#### Fluor Arabia Ltd., Khobar, Saudi Arabia

2014-present

- *Material Management Requirement/ Supply Chain Support*
  - Creating bill of material (BOM) for indirect materials.
  - Closed-out activity for Saudi Land Bridge project and indirect POs.
  - Creating MRR for project POs and indirect POs.
  - Creating indirect POs in ERP system (SAP) and project material management software (MatMan).
  - Processing invoices for indirect POs in SAP.
  - Daily office activities include reporting, filing, reconciling, scanning, printing, data entry and processing paperwork.
  - Field buyer for indirect materials.
  - Supporting expediting team by creating shipping groups based on manufacturing and delivering schedules.
  - Confer with establishment personnel, vendors, or customers to coordinate production and shipping activities to eliminate delays.
  - Requisition and maintain office inventories or supplies necessary.
  - Follow all safety, health and environmental requirements.
- *Expeditor / Supply Chain*
  - Confirming the suppliers' understanding of all deliverables and that the suppliers' submission or delivery requirements match the project's expectations.
  - Analyzing and critique the suppliers' production schedule, evaluate the suppliers' plans and ability to meet the schedule, and monitor, evaluate, and report the suppliers' performance against the suppliers' schedule.

#### Obeikan Printing & Packaging Company, Riyadh, Saudi Arabia

2013

- *Accounting Assistance*

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### SKILLS & LANGUAGES

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- Computer skills
  - MatMan
  - SAP
  - MS Office
- Languages:
  - Arabic (native)
  - English (good command)

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### EDUCATION

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#### Riyadh Polytechnic Institute, Riyadh, Saudi Arabia

2011-2013

- Finance Diploma with 3.6/5.0 GPA

The Kingdom of Saudi Arabia  
Technical & Vocational Training Corporation  
General Directorate for Coordination Partnerships  
Riyadh Polytechnic Institute  
License No. 0110009



المملكة العربية السعودية  
للؤسسة العامة للتدريب التقني والمهني  
الإدارة العامة لتنسيق الشراكات  
معهد الرياض للتقنية  
ترخيص ٠١١٠٠٠٩

## Graduation Certificate

This is to certify that the trainee

**Ameen Mahdi Jafar Sulail**

National ID No. 1078769716 has successfully  
completed high diploma requirements in:

### Finance Diploma

With a GPA 3.58 of 5.00: Grade Good  
Issued on December 19<sup>th</sup> 2013 G



الجمهورية العربية السورية  
الوزارة العامة للتعليم العالي والبحث العلمي  
إمارة الرياض للشراكات الإستراتيجية

معتمدة من الإدارة العامة لتنسيق الشراكات  
Approved by the General Directorate for Coordination Partnerships



## شهادة تخرج

يشهد معهد الرياض للتقنية بأن المتدرب

**امين مهدي بن جعفر صليل**

رقم الهوية الوطنية: ١٠٧٨٧٦٩٧١٦ قد أنهى  
بنجاح متطلبات الدبلوم العالي بتخصص

### دبلوم المالية

بمعدل تراكمي ٣.٥٨ من ٥.٠٠ بتقدير عام جيد  
حزر بتاريخ ١٩ صفر ١٤٣٥هـ

Ahmad I. Albakri  
Executive Director

احمد بن ابراهيم البكري  
المدير التنفيذي

Any addition or correction renders this document invalid.

أي كسب أو تعديل يجعل لائحة

Certificate No 134040

رقم الشهادة

Obeikan Knowledge Academy Obeikan Knowledge Academy Obeikan Knowledge Academy Obeikan Knowledge Academy Obeikan Knowledge Academy

# Certificate of Competence

Obeikan Knowledge Academy

certifies that

**Ameen Mahdi Sulail**

has successfully completed the following training course

**"Communication Skills"**

A two-day Workshop for Obeikan RPI Trainees held 6th-7th November 2013

AA Cool  
Director



Obeikan Knowledge Academy Obeikan Knowledge Academy Obeikan Knowledge Academy Obeikan Knowledge Academy Obeikan Knowledge Academy

# Certificate of Competence



Obeikan Knowledge Academy

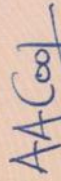
certifies that

**Ameen Mahdi Sulail**

has successfully completed the following training course

**"Career Success"**

A one-day Workshop for Obeikan RPI Trainees held 3rd-October-2013

  
Director



TWENTYEIGHTY STRATEGY EXECUTION

certifies that

***Ameen Sulail***

*has successfully completed*

***Negotiation Skills for Supply Chain Managers***

*March 06, 2017 through March 07, 2017  
At Khobar, Saudi Arabia*

*and is awarded 1.50 continuing education units*



President & CEO,  
TwentyEighty Strategy Execution