

# ABDULLAH ABU BAKER AL-JIFRE

Location: Jeddah – KSA

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## Procurement and Supply Chain Management

*Exploring challenging opportunities to work with growth-oriented organisations, leverage a versatile set of transferable skills, and accomplish significant results.*

### EXECUTIVE SUMMARY

Experience over 25 years across diverse roles in the organizational hierarchy. Demonstrated expertise in managing administrative and technical aspects. Possess an ability to trigger growth through implementing leadership initiatives in dynamic business environments. Develop/ maintain appropriate system of operational management and development; Acquaint team members with organizational policies & procedures for implementing the same in day-to-day business operations. Great communication skills, analytical ability and decision-making prowess. Ability for building, motivating, and guiding high performing teams to deliver organizational objectives.

### EDUCATION / CERTIFICATIONS

- **Chartered Procurement and Supply Professional (MCIPS)**  
Chartered Institute of Procurement and Supply (CIPS), Riyadh, KSA (March 2021)
- **Master's degree (MBA) in Operations Management**  
University of Business and Technology (UBT), Jeddah, KSA (June 2014)
- **Bachelor of Information Technology and Computing - ITC**  
Arab Open University, Jeddah, KSA (August 2008)
- **Microsoft Certified Professional – (MCP)**  
New Horizon, Jeddah, KSA (2001)
- **Diploma of Computer Science**  
Computer Studies and Training Centre (CS&TC), Jeddah, KSA (March 1997)
- **Diploma of Computer Maintenance**  
Computer Studies and Training Centre (CS&TC), Jeddah, KSA (July 1996)

### PROFESSIONAL DEVELOPMENT & COURSES

- **In Progress, FIDIC Certified Contract Manager**
- **FIDIC Modules 4 (October 2022)**  
Arab Center for Arbitration, Online\_Egypt
- **FIDIC Module 2&3 (September 2022)**  
Arab Center for Arbitration, Online\_Egypt
- **FIDIC Module 1 (August 2022)**  
Arab Center for Arbitration, Online\_Egypt
- **FIDIC Module 0 (February 2022)**  
Arab Center for Arbitration, Online\_Egypt

- **Construction Industry in Light of Civil and Administrative Law (March 2022)**  
Arab Center for Arbitration, Online\_Egypt
- **Management of Engineering Contracts (February 2022)**  
Arab Center for Arbitration, Online\_Egypt
- **Inventory Management Dynamics (March 2021)**  
University of Business and Technology (UBT), Jeddah, KSA
- **Ethical Procurement and supply (May 2021)**  
Chartered Institute of Procurement and Supply
- **CIPS Advanced Practitioner Programme**  
Chartered Institute of Procurement & Supply (CIPS), Riyadh, KSA
  - **Oral Presentation (March, 3<sup>th</sup> 2021)**
  - **Project Workshop (Jan 2020)**
  - **Implementing change in PSCM (Jan 2020)**
  - **Developing People in PSCM (Dec 2019)**
  - **Contracting Excellence (October 2019)**
  - **Advanced Category Management (July 2019)**
  - **Strategic Supply Chain Management (April 2019)**
- **Procurement and Supply Principles**  
Chartered Institute of Procurement & Supply (CIPS) - eLearning
- **Procurement and Supply Functions**  
Chartered Institute of Procurement & Supply (CIPS) - eLearning
- **Procurement and Supply Processes**  
Chartered Institute of Procurement & Supply (CIPS) - eLearning
- **Procurement and Supply Administration**  
Chartered Institute of Procurement & Supply (CIPS) - eLearning
- **Procurement and Supply Stakeholders**  
Chartered Institute of Procurement & Supply (CIPS) - eLearning
- **Mini MBA for Procurement Professional (October 2014)**  
Purchasing & Procurement Centre, Dubai, UAE
- **Microsoft Certified System Engineer (MCSE) – 7 Courses**  
New Horizon, Jeddah, KSA
- **English Language (July 1993)**  
Cheltenham International Language Centre, Cheltenham, England
- **English Language Certificate (September 1990)**  
British Council, Jeddah, KSA

## CORE SKILLS

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| <ul style="list-style-type: none"> <li>• Work Ethic</li> <li>• Negotiation</li> <li>• Communication</li> <li>• Problem solving</li> <li>• Motivation &amp; Patience</li> </ul> | <ul style="list-style-type: none"> <li>• Team work</li> <li>• Stakeholder Interests' retention</li> <li>• Cross-functional Coordination</li> <li>• Collaborative Networking</li> </ul> |
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## WORK EXPERIENCE

- **Sr. Procurement and Contract Administration (July 2021 – Present)**  
Head Office – Haramain Division
- **Warehouse Management Section Head (March 2021 – June 2021)**  
Head Office - All Divisions of Saudi Binladin Group (4 Months)
- **Procurement Section Head (September 2019 – March 2021)**  
Head Office - Haramain Division (One year and 7 months)
- **Preliminaries Section Head - Commercial department (November 2017 – August 2019)**  
Head Office - Haramain Division (One Year and 10months)
- **Procurement Section Head (June 2016 – October 2017)**  
Head Office – PBAD (1 year and 5 months)
- **Local Procurement Manager (June 2012 – May 2016)**  
PBAD – MATTAF Project (4 years)
- **Site Procurement Department Head (Jan 2009 – May 2012)**  
Development of King Abdul Aziz Endowment Project for Two Holly Mosques - DOKAAEP (3 years and 5 months)
- **Site IT Department head (January 2003 – May 2012)**  
Development of King Abdul Aziz Endowment Project for Two Holly Mosques - DOKAAEP (9 years and 5 months)
- **IT Technician / Administrator (April 1997 – December 2003)**  
Head Office – PBAD (5 years and 9 months)

## HIGHLIGHTS

- The first initiative in research at the organisation has been conducted to identify the factors that causing poor of purchasing process in procurement.
- I provided presentation explaining the problems facing the Procurement and Contract department, causes behind, and the consequences that resulted from. Then provided the proposed solutions.
- Capability to develop business of Procurement and Supply Chain Management, in terms of system, processes and procedures.
- I successfully managed and played key role in setting up procurement and IT departments for many projects, along with selecting, guiding, and leading employees based on job specifications and their capabilities.

### As Sr. Procurement and Contract Administration

- Addressing any issues during contract performance that might increase performance risk, such as price escalation, and Supplier/Subcontractor stop working or delivering, etc.
- Conducting Post-Award Contracts/POs review including contract validity, comments and clarifications before obtaining COO and CEO Approvals in order to increase the likelihood of satisfactory contract execution

- Flexibility in making necessary contract changes whenever need it; while protecting the integrity of the contract.
- Meeting with client, suppliers or subcontractors and other stakeholders to resolve issues, whenever need it
- Verifying all the requirements of the contract / PO are satisfied, and settling unresolved matters

### **As Warehouse Developing and Merging Section Head**

- Data analysis and Developing warehouse management system, by Integrated with enterprise resource planning (ERP) system, including Creating Master Data and Dashboard
- I am playing key role for developing Warehouses Master Data and Dashboard for all Divisions

### **As Local Procurement Manager / Site Procurement Department Head**

- Aggressively worked with my team to achieve significant cost savings through sourcing new suppliers and negotiating with the existing.
- Revise Purchase Requisitions; if need, approve and issue Purchase Orders in accordance with company policy and negotiated terms and conditions.
- Coordinate with the financial manager / management to settle the payments of the suppliers.
- Engaged stakeholders and alignment throughout the end-to-end sourcing process.
- Conducted a price analysis on all suppliers quotes and services to determine most desirable and cost-effective suppliers.
- Involved in identification of suppliers for materials, equipments or supplies, ensure product availability and negotiated of sale.
- Managed procurement with delivering best quality and exact time delivery along with ethical contribution of integrity.
- Enriched teamwork knowledge by changing the responsibilities of the work.
- Tracking all POs through reports, works matched exceptions, receiving discrepancies, suppliers' discrepancies, returns, and problem reports/supplier corrective action responses.
- Supervised an office staff engaged in the processing of purchasing documents such as specifications bids, shipping releases, purchase requests and other documents.
- Manage the entire procurement process and execute day-to-day procurement functions, analyse market conditions, verify technical specifications, prepare and launch Purchase Order.

### **As IT Project Manager / Site IT Department Head**

- Responsible for buying and negotiating IT materials and machines such as Computers, Plotters, etc.
- Provided complete network which consisted of Structure, LAN cabling, switches, and wireless AP installation
- Connecting warehouse network with site office which is led to save the costs of ISP subscription and other costs such as servers, employees, etc.
- Distributed and allocate the costs for each department based on what they have been requested.

- I have been selected to support Jamarat Project technically and administratively (Consultation) for few months in terms of servicing, purchasing, contracting and structuring which resulted to save about **25%** of the total cost.

## **PROFESSIONAL AFFILIATION**

- Chartered Institute of Procurement & Supply - CIPS
- Arab Center Arbitration

## **PROJECTS**

- PBAD - Head Office
- Faisaliyah Tower
- Haramain Division - Head office
- Development of King Abdul Aziz Endowment Project (DOKAAEP)
- HARAMAIN DIVISION
  - The custodian of Two Holy Mosques for Mataf Extension (MATAF Project).
  - King Abdullah Project, The Third Saudi Expansion of the Holy Mosque in Makkah and Associated Elements.
- Jamarat project
- 130 Project - Hotel
- Air Strip Project - Sharma
- Erqa Palace (King Salman Bin Abdul Aziz)
- Other Projects

## **PERSONAL DETAILS**

- **Birth Date:** 26 June 1972
- **Marital Status:** Married
- **Number of Dependents:** 6
- **Languages Known:** Arabic & English