

Osama Basuliman

Procurement & Contracts Senior Specialist
Strategic Sourcing | Contract Management | Category Management

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PROFESSIONAL SUMMARY

Procurement & Contracts Senior Specialist executing annual procurement exceeding SAR 50M across five spend categories, covering strategic sourcing, bid evaluation, contract negotiation, and the cycle from sourcing to goods receipt. Combined scattered service requests into single-supplier framework contracts, cutting purchase request volume and standardizing service across all company sites. Led the vendor selection for a contracts management system and designed its approval workflow, moving all live contracts off paper.

CORE COMPETENCY AREAS

- Strategic Sourcing & Procurement.
- Contracts & Compliance Management.
- S2P (Source-to-Receipt) Execution.
- Supplier Relationship & Management.

PROFESSIONAL EXPERIENCE

Al-Jouf Agricultural Development Company | Al-Jouf
Procurement & Contracts Senior Specialist | October 2024 – Present.

Scope of Responsibilities

- Handle purchase requests across diverse sectors, ensuring timely procurement and operational continuity.
- Manage supplier contracts, negotiations, and collaborations with internal departments and legal teams.
- Review, analyze, and compare products/services to ensure best value and compliance.
- Follow up with suppliers to guarantee timely delivery and resolve operational challenges.

Arsann Company | Makkah
Seasonal Operations Supervisor | March 2024 – April 2024.

Scope of Responsibilities

- Supervised operations for high-traffic Umrah season, serving 300,000+ pilgrims.
- Directed daily operations, team performance, and on-the-job training for operational efficiency.
- Resolved operational bottlenecks, improving workflow and customer satisfaction.

Saudi Aramco Company | Ras-Tanura
Supply Chain Management Intern (Service Contracts Procurement) | June 2023 – September 2023

Scope of Responsibilities

- Reviewed end-to-end service contracts procurement processes (RFx, evaluation, award, amendments).
- Developed an Excel-based procurement request form to improve data capture and request quality.
- Received a Letter of Recommendation for internship performance (MSSSD, Sep 2023).

ACADEMIC BACKGROUND

Yanbu Industrial College | Yanbu
Bachelor of Business Management (Supply Chain Management) | GPA: 3.43/4 | 2023.

PROFESSIONAL CERTIFICATIONS & COURSES

- Certified International Supply Chain Professional (CISCP) | IPSCMI | August 2023 – January 2024.
- Certified International Supply Chain Manager (CISCM) | IPSCMI | August 2023 – January 2024.
- OpenSAP: Selected Logistics Innovations in SAP S/4HANA | October 2022 – November 2022.
- Supply Chain Operations | MELI Institute | May 2020.
- English for Logistics | Jeddah University | May 2020.
- Pharmaceuticals Supply Chains During COVID-19 | April 2020.

SKILLS

Procurement & Supply Chain Skills

- Supplier Selection & Evaluation.
- Purchase Order Processing.
- Contract Management & Negotiations.
- Procurement Policy Compliance.

Soft & Leadership Skills

- Team Supervision & Leadership.
- Cross-Functional Collaboration.
- Effective Communication.
- Operational Coordination.

Professional & Analytical Skills

- Time Management & Prioritization.
- Critical Thinking & Problem-Solving.
- Attention to Detail.
- Work Under Pressure.

Technical Skills

- Microsoft Office.
- Microsoft Dynamics 365.
- Excel-Based Reporting & Data Analysis.
- SAP S/4HANA (foundational).

LANGUAGES

- Arabic.
- English.