Sara Malik

Procurement Specialist | Strategic sourcing, supplier contracts, SAP Ariba
Riyadh, Saudi Arabia | +966 5X XXX XXXX | sara.malik@example.com | linkedin.com/in/your-name
Nationality: Jordanian | Residence: Saudi Iqama, transferable | Notice period: 30 days

PROFILE

Procurement specialist with 8 years in medical and industrial supply, nearly 5 of them in Saudi Arabia. Runs 35 to 40 tenders a year worth SAR 40 million combined, works daily in SAP Ariba and SAP MM, and holds the CIPS Level 4 Diploma. Seeking a lead procurement role in healthcare.

EXPERIENCE

Procurement Specialist

Northwind Medical Supplies, Riyadh, Saudi Arabia

Mar 2022 to Present

- Run 35 to 40 tenders a year for medical consumables and equipment, SAR 40 million combined, from specification to award.
- Cut the average purchase-order cycle from 18 to 14 days (22%) by moving paper approvals into SAP Ariba; trained 12 approvers.
- Negotiated three-year framework agreements with 12 suppliers, saving SAR 2.6 million (about 6.5% of one year's tender value) against 2021 prices.
- Maintain qualification files for 90 active suppliers; the 2025 internal audit raised no procurement findings.

Purchasing Officer

Contoso Industrial Trading, Amman, Jordan

Jul 2019 to Feb 2022

- Bought spare parts and maintenance items for two factories from 60 local and international suppliers.
- Built a supplier scorecard (price, delivery, quality) for those 60 suppliers; late deliveries fell from 17% to 9% in 12 months.
- Cleared import documents with freight forwarders on more than 300 shipments a year.

Junior Buyer

Contoso Industrial Trading (Graduate Programme), Amman, Jordan

Aug 2018 to Jun 2019

- Rotated through purchasing, stores and accounts payable; prepared weekly price comparisons for 400 items.

EDUCATION

Bachelor of Science in Industrial Engineering

Larkfield University, Amman, Jordan

2018

CERTIFICATIONS

- CIPS Level 4 Diploma in Procurement and Supply, 2023
- SAP Ariba Procurement, in-house training, 2022

SKILLS

Strategic sourcing | Tender management | Contract negotiation | Supplier evaluation | SAP Ariba | SAP MM | Excel (Power Query, pivot tables) | Spend analysis | Incoterms 2020 | Import and customs documents

LANGUAGES

Arabic: native | English: professional working level (IELTS Academic 7.0, 2023)