

MOHAMMAD JABALI

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Result-oriented, highly productive procurement and Business Development management leader with 20+ years' experience in the construction industry in the UAE. Demonstrated ability to significantly reduce procurement costs and business growth by combining cross-functional competencies in procurement, vendor management, quality, and project management. Expertise in procedure implementation, continuous improvement, and relationship building to positively impact organizational goals.

EXPERIENCE

APRIL 2017 – PRESENT

PROCUREMENT & BUSINESS DEVELOPMENT MANAGER, HHM BUILDING CONSTRUCTION LLC DUBAI, UAE

- Oversee the strategic planning, development, and growth of profitable new business opportunities for the company.
- Develop strategy to manage and motivate the business development and proposals activities ensuring working with different functions across the organization.
- Foster and maintain relationships with clients, consultants, and vendors.
- Manage all procurement and contracting activities including pre-qualification, tender management, negotiation, evaluation, and preparation of contracts.
- Ensure compliance of procurement policies and procedures, monitor integrity of the process.
- Adopt best practice procurement methodology in line with CIPS and other internationally recognized Procurement practices.
- Lead and maintain daily procurement activities workflow and supervise (3) procurement buyers in performing assigned tasks.
- Align procurement strategy with the project budget and planning.
- Evaluate national and foreign suppliers with careful thought given to overall value (quality, quantity, costs, delivery times and payment terms) with a goal to increase a company's competitive edge and market advantage.
- Assist auditors in providing requested information for the purpose of providing necessary documentation for completion of audit.
- Attended trade shows and industry events for the acquisition of new national and international suppliers for materials, components, finished goods, and equipment.

JUNE 2009 – TO MARCH 2017

PROCUREMENT & BUSINESS DEVELOPMENT MANAGER, KHALIFA ALFAHAD CONTRACTING ABU DHABI, UAE

- Manage all Business Development activities including Researching, planning, and implementing new target market initiatives, tender management, negotiation, evaluation, and closing the contracts.

- Develop and implement procurement and contract management instructions, policies, and procedures.
- Review Tender Documents and identify all procurement requirements.
- Analyze market and delivery systems to assess present and future material availability.
- Participate in the development of specifications for equipment, products, or substitute materials for obtaining the required approvals of the sub-contract partners.
- Approving purchase order and contracts for conformance to company policy.
- Controlling the procurement budget and promoting a culture of long-term saving on procurement costs.
- Maintain records of goods ordered and received.

FEBRUARY 2002 – TO JUNE 2009

PROCUREMENT & LOGISTICS OFFICER, SAMARA ELECTROMECHANICAL CONTRACTING DUBAI, UAE

- Assisting with the daily activities of the procurement department.
- Research potential vendors, compare, evaluate, and negotiate offers from suppliers.
- Assist in obtaining specifications, quotations, delivery terms and costs and recommends substitute materials where economies of scale can be realized, or delivery improved.
- Meet vendors and maintains vendor contacts and bidders list; solicits bids and quotes; conducts bid openings, prepares bid summaries, and recommends award of bid.
- Creates purchase orders, ensuring relevant procurement procedures have been applied and all supporting documentation is attached.
- Maintain updated records of purchased products, delivery information and invoices

EDUCATION

1997-2001

BACHELOR’S DEGREE IN GEOGRAPHY, TISHREEN UNIVERSITY LATIKIA, SYRIA

HIGH SCHOOL BACCALAUREATTE, SCIENTIFIC BRANCH AMMAN, JORDAN

PROFESSIONAL COURSES

AMERICAN PURCHASING SOCIETY

- Certified Professional Purchasing Manager (CPPM). 2015
- Certified Professional Purchasing (CPP) 2014

LANGUAGES

Fluent in Arabic and English

SKILLS

Communication
 Relationship management
 Negotiation
 Purchasing Programs (SAP, ERP Analysis, Focus) & Microsoft Office.