

ABDULMAJEED A. ALRASHED

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Summary

- Procurement and contracts leader with 8+ years of GCC & U.S. supply chain leadership, specializing in S2C, SRM, and SAP/Oracle environments.
- Delivered measurable cost savings, accelerated cycle times, and strengthened governance, managing SAR 2M+ monthly budgets and teams of 20-42 staff.
- Expert in cross-functional collaboration, vendor negotiations, and operational excellence across data centers, industrial, FMCG, and logistics sectors, ensuring Vision 2030 alignment.

Experience

- June 2024 – present **Administration Manager**, EDGNEX DATA CENTRES (DAMAC DIGITAL) – Riyadh, Saudi Arabia
- Designed workflow improvements targeting +20% efficiency, -15% admin costs, and achieving 85% satisfaction (2025 goals).
 - Negotiated trade terms with hospitality & event vendors, embedding SLAs/KPIs and QBR cadence to raise delivery reliability.
 - Spearheaded cross-functional coordination across Operations, Finance, and Projects to accelerate cycle times.
 - Standardized contract templates and compliance policies, aligning with finance/procurement for regulatory adherence.
- Feb 2024 – June 2024 **Acting Procurement Manager**, RAYAN ADVANCED INDUSTRIES – Riyadh, Saudi Arabia
- Directed a SAR 2M/month purchasing strategy, negotiating favorable supplier terms to reduce cost risks.
 - Managed a 42-member procurement team, boosting productivity through governance and supplier pre-qualification.
 - Introduced contract lifecycle governance, cutting approval cycle times and standardizing terms.
 - Developed risk-mitigation strategies and ensured compliance with procurement policies and audits.
- Feb 2023 – Feb 2024 **Procurement Specialist**, RAYAN ADVANCED INDUSTRIES – Riyadh, Saudi Arabia
- Revamped RFQ processes, yielding measurable cost savings and faster PO cycles.
 - Led full tender cycle (RFP to award) and established vendor scorecards, ensuring on-time and compliant deliveries.
 - Supervised a 20-member team with a SAR 750K/month budget, improving financial control.
 - Built MRP plans to improve stock availability and prevent shortages.
- Dec 2019 – Jan 2023 **Senior Operational Excellence Lead**, WORLDWIDE INTERNATIONAL FOOD MARKET – St. Louis, MO, United States
- Led 35 staff with a \$1.2M quarterly budget, refining allocation and financial discipline.
 - Implemented FDA/USDA/Customs-compliant import/export strategies, improving delivery performance and reducing cost.
 - Drafted and negotiated commercial/vendor agreements, training staff on compliance and best practices.

- Coordinated procurement of Middle East sourcing, aligning to contracting standards.
- Sept 2018 – Dec 2019 **Supply Chain Specialist**, WORLDWIDE INTERNATIONAL FOOD MARKET – St. Louis, MO, United States
- Executed compliant import/export strategies supporting revenue growth.
 - Conducted supplier audits, cutting risk and removing non-compliant vendors.
 - Streamlined procurement processes, reducing costs and improving delivery reliability.
 - Finalized contract close-outs and enforced department policies.
- Sept 2017 – Sept 2018 **Executive Assistant - Training & Productivity**, KELLER WILLIAMS REALTY – Chesterfield, MO, USA
- Designed and delivered training to over 250 agents, improving adoption of marketing/communication tools.
 - Introduced process improvements, reducing turnaround times for key reports.
 - Partnered with leadership to improve decision-making quality with data analysis.

Education

- Jan 2019 **Maryville University**, B.A. in Strategic Communication & Marketing – St. Louis, MO, United States
- Graduated Cum Laude (3.51 GPA)
 - Dean's List
 - Phi Eta Sigma Honor Society

Skills

- Technical/Languages: ERP/Procurement (SAP MM/Ariba, Oracle Fusion/SCM, Etimad), Analytics (Power BI, Advanced Excel), Ops Tools (MRP, Inventory Management, QBR/KPI Dashboards), Compliance (FDA, USDA, U.S. Customs, ISO Standards)
- Tools/Platforms: MS Office Suite, HubSpot (CRM/Marketing)
- Domain/Methodologies: Strategic Sourcing (S2C), Supplier Relationship Management (SRM), RFQ/RFP, Tender Management, SLAs/KPIs, Contract Drafting/Review, Supplier Negotiation, Vendor Scorecards, Etimad Platform, Governance & Compliance, MRP, Inventory Control, Import/Export Compliance, Logistics Optimization, Performance Dashboards, Risk Management, Cost Control, Policy & Procedure Development, Continuous Improvement (Lean/Kaizen), Change Management, Cross-Functional Alignment, Bid/Tender Evaluation
- Certifications: CIPP (Certified International Procurement Professional, IPSCMI 2024), CISCP (Certified International Supply Chain Professional), Certified Internal Auditor (ISO 9001:2015, 14001:2015, 45001:2018), PMP Prep (intensive), Lean Six-Sigma Green Belt
- Soft Skills: Team Leadership, Budget Ownership, Vendor Negotiations, Operational Excellence, Cross-functional Collaboration

Languages

- Arabic (Native Speaker)
- English (Fluent)

References

- Available upon request