



ABDULRAHMAN AL-MATRUDI

CONTACT

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 Riyadh, KSA

EDUCATION

- Bachelor of Islamic Law (Sharia)
- English Program at LA systems School, Yorba Linda, CA, USA 2015 / 2017
- Science Secondary School, Riyadh, Saudi Arabia 2007 / 2009

SKILLS

- Time Management & Negotiation skills.
- Very good knowledge of all Projects & Maintenance functions and processes.
- Very good knowledge of OHS (Occupational Safety and Health)
- Fluent in English, and Arabic (writing, reading, and speaking).
Moderate level in French

CAREER SUMMERY

Experienced more than 8 years in administration, public relations, maintenance and projects as well in different business environments from real estate development to construction industry procedure & observe the trends in the job market, involved in the work cycle of construction, engineering, manufacturing, marketing, and design industries.

PROFESSIONAL EXPERIENCE

FOOD UNIT COMPANY (CORPORATE)

Projects & Maintenance Manager/ Legal Advisor [April 2017 –Present] Food Unit Company – Corporate | Al Rajhi & Brothers Holding – Riyadh | KSA
Leading Maintenance and contracts legal process = for 9 Brands (4 QSR, 3 Casual dining and 2 catering), and 3 factories. (Jan Burger – Shawarma plus – Pizzaratti – 2 Eat – Tamessa – Sign – Dyhoof – Lulet Najed / Or & More)

- Preparing and Handling contracts related to all projects, ensuring that include all statutory conditions in accordance with regulations and instructions.
- Liaising with municipality, economic department, and any other government departments in relation to Trade License.
- Protect the interest of the company in accordance with governmental authorities, laws and regulation.
- Communicates with various government agencies for certification of documents and coordinates with third parties on documentation needs.
- Provides advice to management on local and government services.
- Make sure to complete and follow up on all the contracts signed by the company and the second part.
- Preparing and Handling warnings letters of urgency in cases contractors' non-compliance with the terms of the contract.
- Support the Director of Procurement Department in preparing periodic performance reports for the department.
- Support the Director of Procurement Department in setting goals and preparing key performance indicators for the department.



LANGUAGES

- Inventory contracts problems and coordinate activities with the concerned persons, to ensure that tasks are completed on time. Any tasks assigned to him in the field of competence of the job.
- Handling the rulings and drafting for legal investments Tenders.

Achievements:

- Soft & pre-opening for more than 31 branches were supervised up to date of opening.
- Instead of replacing the more than 50 stores' damaged grills, which would have cost the business roughly 1.5 million SAR, we had the grills re-ironed in a workshop for about 150 K SAR.

TAG ALITQAAN COMPANY

Senior PM Administrator - [Jan 2009– Sep 2014].

- General administration of the company for all operations files.
- Handling all secretarial tasks, clerical with administrative responsibilities.
- Provide on-site leadership for project team till reach the successful project delivery.
- Dealing with all internal departments linked by regionals team members
- Sales team, Marketing, Finance, HR and Vice President.

Computer Skills:

- - Excellent operating systems knowledge, MS Office and Internet applications.
- - Ability to work with Microsoft Office. o Ability to use email client programs (e.g.: Microsoft Outlook).

- Support the Director of Procurement Department in preparing periodic performance reports for the department.
- Support the Director of Procurement Department in setting goals and preparing key performance indicators for the department.
- Support the Director of Procurement Department in preparing periodic performance reports for the department.
- Assist the Director of Procurement Department in developing an annual procurement plan, which includes procurement estimates, timing, and cost.
- Study the works required to be put forward in a competition and prepare a brochure of conditions and specifications with the participation of the beneficiary.
- Preparation of directives of direct purchase.
- Taking the legal procedures to announce the competitions in the newspapers.
- Preparing decisions and minutes of opening envelopes and drafting them from the legal point of view.
- Checking the bids and offers submitted from the legal and financial point of view to see the extent to which bids are completed, systematically and mathematically, in accordance with the regulations and instructions.
- Participating in the procurement tender committees, preparing the minutes of the decision committee, and completing the regulatory procedures for awarding.
- Preparing and drafting contracts and ensuring that they contain all the statutory conditions and in accordance with the regulations and instructions.
- Preparing warnings and letters of urgency in cases of non-compliance with contractors for the period or violation in the implementation of the terms of the contract.
- Assist the Procurement Manager in developing and updating criteria and standards for selecting suppliers and service providers.
- Ensure that suppliers and service providers adhere to standards, controls, policies, procedures, and performance measures, and monitor suppliers and service provider's expenditures.
- Building and updating a database that includes all requests for proposals.
- Coordinate the RFP process with relevant internal/external parties.
- Building and updating a database of all current/pending/expiring contracts, including information on contract type, supplier/service provider, quantities, etc.