



NELI FAZEL

PROCUREMENT SPECIALIST

CONTACT

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United Kingdom Family Member

EDUCATION

Associate Coaching Certification Program – Professional/Development Coaching and Mentoring
Farsi Coaching Academy, UK |

MSc/MA – Oil & Gas Contract & Law
Oil Engineering Institute of Tehran University, Iran | 2012

MSc/MA – Teaching English
Science & Research Azad Tehran University, Iran | 2009

BSc/BA – English Literature
North Tehran Azad University, Iran | 2006

LANGUAGE SKILLS

- **English** – fluent
- **French** – working proficiency
- **Italian** – working proficiency
- **Persian** – native
- **Arabic** – basic

VOLUNTEER EXPERIENCE

Program Chair ◦ International Society of Automation Leaders ◦ UAE ◦ 2020 – 2023

PROFESSIONAL SUMMARY

Highly motivated, outcome-focused, and dedicated professional with extensive experience overseeing multimillion-dollar procurement operations with high-volume production. Offering over 10 years of purchasing management, business development, and buying experience within diverse industries. Competent in RFQ processes, e-sourcing tools, and contract management and executing strategies, resulting in greater customer confidence and strengthened business results. Recognized as a succinct communicator and relationship builder.

- ✓ Demonstrated ability to maintain a system to provide accurate information regarding costs and inventory and implement process improvement initiatives.
- ✓ Proven success in strategic, timely, and cost-effective procurement and delivery of goods and services needed to support production schedules and customer needs.
- ✓ Experience with global sourcing and supplier management. Able to provide accurate pricing and delivery information to the purchasing team, evaluate vendor performance, and communicate to supply chain management.
- ✓ Experienced Business Performance Analyst with a strong background in data analysis, financial reporting, and process improvement, proficient in advanced Excel and Microsoft Power Apps. Proven ability to provide actionable insights to enhance operational efficiency and drive informed decision-making.

CORE COMPETENCIES

Procurement / Purchasing Management • Logistics Management • Inventory Control • Materials Management • Team Supervision • Regulatory Compliance • Strategic Planning • People Management • Program Management • Production and Inspection • Supplier Management • Customer Relationship Management • Planning and Scheduling • Contract Negotiations • Business Development • RFQ (Request for Quotation) • E-Sourcing Tools • Risk Management and Mitigation •

WORK EXPERIENCE

ENGLISH BUSINESS MANAGEMENT LECTURER UAE | **IAU University Dubai Branch**, UAE
Sep 2024 – Present

- Teaching English Business Management to students, focusing on practical application and academic skills in a business context.
- Developing course materials and delivering lectures that integrate language skills with business management concepts to support students' career readiness.

BUSINESS DEVELOPMENT MANAGER | **BAGGI srl**, UAE
May 2019 – May 2020

Responsible for finding new customer opportunities, developing creative approaches for identified new customer needs, growing current customer relationships, fostering new customer relationships, and performing internal company reporting.

- Developed strategic business plans to facilitate profitable business growth in alignment with the company's established revenue goals and delivered targeted revenue.

TECHNICAL SKILLS

Microsoft Office Skills, SAP, Hyland

REFERENCES

OMV Orient Upstream GmbH-General Manager

- Provided insight and participate in continuous improvement activities that will aid in the improvement of customer satisfaction, plant efficiency, and market growth.
- Gained an understanding of capabilities and core competencies of each automation company while developing a customer base that accommodates those competencies.
- Monitored competition by gathering current marketplace information on pricing, products, new products, delivery schedules, and marketing techniques.
- Resolved customer complaints by investigating problems; developing solutions; preparing reports; making recommendations to management.

PROCUREMENT EXPERT | OMV Orient Upstream GmbH, Tehran, Iran
April 2018 – April 2019

Oil subject matter expert with specialized skills in the procurement of commodities and services, representing the full range of the acquisition life cycle from defining needs of project design to tendering to contract management.

- Provided purchasing support and established proper organization, policy, and procedures for control of procurement of both project and operational support goods and services.
- Managed routine and complex purchase orders and service orders and prepared source lists of bidders and suppliers.
- Oversaw the bid cycle for material procurements and services and coordinated the technical and cost review of submitted proposals.
- Prepared the contract documents, RFP/RFQ documents, bid tabulations, and recommendation for award on purchases not covered by existing contracts.
- Ensured project purchasing activities are consistent with purchasing policies and philosophies, such as material standardization, use of contracts, and consistency with international procurement standards.
- Assembled contractor historical safety statistics to be utilized in evaluating and awarding large construction projects.

BUYER | SINOPEC, Tehran, Iran
February 2011 – January 2018

Assumed the responsibility for all purchasing activities for execution and bidding projects.

- Reviewed Material Request (MR), sending request for quotations (RFQ or RFP) to vendors, collecting quotations, preparing commercial bidding evaluation (CBE), negotiating price, and providing purchase order.
- Negotiated with suppliers on lead-time, cost and quality so as to obtain the maximum benefit for the company.
- Arranged minutes of clarification (MOC) with vendors to clarify schedules and commitment for the certain orders.
- Developed and identified suitable vendors. Conducted vendor audit to ensure capability to supply materials with quality and meet delivery on time.
- Maintained effective supplier relationship for the benefits of the projects cost and execution.
- Adopted appropriate supplier management methodologies and procurement strategies in purchasing to secure better prices.

MARKETING/BUSINESS DEVELOPMENT TRAINEE | BAGGI srl, Milan, Italy
February 2014 – March 2014

Worked to identify trendsetter ideas by researching industry and related events, publications, and announcements; tracking individual contributors and their accomplishments.

- Located or proposed potential business deals by contacting potential partners; discovering and exploring opportunities
- Screened potential business deals by analyzing market strategies, deal requirements, potential, and financials; evaluating options; resolving internal priorities; recommending equity investments.

- Developed negotiating strategies and positions by studying integration of new venture with company strategies and operations; examining risks and potentials; estimating partners' needs and goals.
- Closed new business deals by coordinating requirements; developing and negotiating contracts; integrating contract requirements with business operations.
- Enhanced organization reputation by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.

EARLY CAREER

Human Resources Officer ◦ PETRO KING

Tehran, Iran ◦ September 2009 – September 2011

English Teacher – Intermediate/Upper Intermediate

GHOTBRAVANDI INSTITUTE ◦ Tehran, Iran ◦ Sep 2006 – Aug 2009