|  |  |
| --- | --- |
| Kamal  **PURCHASE/IMPORT MANAGER**  (15) Years Experience  E-mail: [kamal.374225@2freemail.com](mailto:kamal.374225@2freemail.com) | **C:\Users\BOSS\Desktop\Mohammed A. Kamal M. ELHAJ.jpg** |

|  |
| --- |
| **Profile Summary:** |

A results driven, hardworking and capable Senior Supply Chain Manager with a track record of significantly reducing costs and also improving a company's processes and corporate purchasing programs. Having a proven ability to ensure that a company enjoys a competitive edge when compared to their competitors by securing the best quality, price and terms from suppliers. Always delivering results against strategic objectives, whilst working within the organizations core values and beliefs. Now looking for a new and challenging managerial position, one that will make best use of existing abilities and knowledge and also further my career and professional development.

|  |  |
| --- | --- |
| **Strengths** | |
| * Saudi experience. * Proven sourcing & negotiation competencies. * Drafting Contracts. * Prioritize Tasks and meet deadlines. | * Inventory Control. * Material Movement. * Comparing Prices. * People Management & Leadership Skills |

|  |
| --- |
| **Educational Background:** |

|  |
| --- |
| * Bachelor of English Language – Omdurman University (Khartoum), Sudan 2000/2001G. * Diploma of Computer Office Management, Khartoum, Sudan 2001G.   **Employment History:** |

From February 2002 to July 2004

**Purchase Coordinator/Translator**

Wesam Al Jamal Trading Company (One's of **Deraah** for Perfumes & Cosmetics Group), Riyadh (SA).

**Duties**:

+ Tracks orders in shipment and provides status updates.

+ Preparing and processing purchase orders.

+ Keeping records of purchases.

+ Facilitates the acquisition of company supplies and equipments and ensures that vital inventory is kept in Stock.

+ Once an order is placed, I will schedule delivery of the desired items and ensure that the purchase is properly

documented and recorded.

+ Guarantee that materials, supplies, and equipment orders are placed in a timely fashion so that the company does not

suffer a shortage.

+ Communicating with others departments of the company for supply orders.

+ Assisting with any necessary returns items.

+ Work closely with the accounting department to resolve problems with invoices and set up accounts with new vendors.

+ Operating standard office equipments including computers, fax machines, and scanners or copiers.

+ Assisting in documents and Contracts translation from Arabic to English and vice-versa.

From July 2004 to Present

**Int'l Purchase & Import Manager**

Wesam Al Jamal Trading Company (One's of **Deraah** for Perfumes & Cosmetics Group), Riyadh (SA).

**Duties**:

+ Establishing a central procurement service.

+ Developing supplier relationship management plans.

+ Evaluating and establishing purchasing strategies.

+ Maintaining a list of qualified suppliers.

+ Determining the quantity, quality and price of items that are to be bought.

+ Ensuring that all buying decision are made in line with purchasing policies and procedures.

+ Reviewing contracts and making sure they are in order.

+ Making sure that contractual terms are clearly understood by all parties.

+ Visiting supplier premises to assess them.

+ Regularly visiting local and international suppliers.

+ Maintain store staff by recruiting, selecting, orienting and training employees.

+ Making sure the stock room function effectively.

+ Provide stakeholders with tools and best practices to use in evaluating and managing current and potential suppliers and provide them with regular reports on all purchases that have been made.

+ Ensures that purchased products or services meet the job specifications.

+ Recruiting members of the procurement team.

+ Organizing the storage of all purchased equipment and supplies.

+ Ensuring that the forecasted procurement margin is met or exceeded.

+ Developing the company’s purchasing strategy.

+ Setting annual departmental cost savings targets with senior company managers.

+ Setting targets for members of the procurement team.

+ Creating a list of potential suppliers.

+ Managing, coaching and mentoring other members of the procurement team.

+ Overseeing the receipt of products and materials to ensure that what was ordered is received on time and in good

condition.

+ Ensuring that all buying decision are made in line with purchasing policies and procedures.

+ Controlling the procedures related to Saudi Customs and clearance process.

+ Conducting regular feedback surveys with internal and external stakeholders.

+ Resolving disputes and claims with vendors and suppliers.

+ Helping to source alternative items for buyers and customers.

+ Negotiating exclusive deals with suppliers.

+ Calculating the cost of orders.

+ Managing the delivery of multiple activities in parallel.

+ Assisting in internal quality management system (QMS).

|  |
| --- |
| **Training:** |

* Planning & Executing advertisement campaigns, Riyadh Chamber of Commerce, SA.
* Using technology in developing of small & medium enterprises, Saudi Management Association and Riyadh Chamber of Commerce, Riyadh, SA.
* ISO 9001-2008 Certificate for Internal Audit / Quality Management System, Riyadh, SA.

|  |
| --- |
| **IT Proficiency** |

|  |
| --- |
|  |

* Proficient in MS Office application (Word, Excel, Outlook, Email applications & Internet applications).
* Quick learner and ability to learn any type of system.

|  |
| --- |
| **Exhibitions Attended:** |
| |  | | --- | |  |  * COSMOPROF Worldwide Bologna, Italy. * Beauty World Middle East Exhibition, Dubai, UAE. * PCD - PACKAGING PARFUMS, COSMETIQUES & DESIGN, Paris, France. * WPC – World Perfumery Congress Expo – Nice, France. * CBE – China Beauty Expo, Pudong (Shanghai), China.  |  |  | | --- | --- | |  |  | | |

|  |
| --- |
| **Countries Visited:** |
| |  | | --- | |  |  * Italy * France * China * India * All GCC | |

|  |
| --- |
| **Target Countries:** |
| |  | | --- | |  |  * All GCC | |

|  |
| --- |
| **Personal Details** |

Nationality : Sudanese

Date of Birth : 25th July 1975

Marital Status : Married

Visa Status : Valid & Transferrable Saudi Residence

Languages : Arabic & English

Driving License : Saudi Light Vehicle

References : Available upon request