

***Khaled***

*Procurement manager*

*With 9+ years of UAE experience in business development*

*Egyptian, Male, 41 years old*

*Speaks English, Arabic*

*E-mail Address:* [khaled.310147@2freemail.com](mailto:khaled.310147@2freemail.com)

General Health Authority Services License - U.A.E

Certified Purchasing Professional (CPP)

Certified in Pharmacy Retail Management

**MBA (Business Administration)**,

Anglia Ruskin U.K (2015)

**B Sc. (Pharmaceutical Sciences),**

Mansoura University, Egypt (1999)

**Expertise:**

Procurement Management Demand Planning & Forecasting

Stock & Inventory Management Vendor & Supplier Management

Contract Negotiation Warehouse & Logistics Management

P&L Management Internal Controls

Pharmacological Consultancy Client Interaction

Team Building & Leadership

**Summary:**

Senior management professional with 16 years of experience in managing procurement and inventory across diverse organizations. Proficient in maintaining cost effectiveness by identifying & developing multiple vendors for sourcing of materials based on reorder levels; enhancing operational efficiency by implementing various process improvement initiatives across professional career; exploring challenging senior managerial assignments with a professionally managed organization

* Possess good knowledge of negotiation & contract administration, collation of market intelligence, sourcing, purchasing and logistics services
* Well versed in coordinating with buyers, purchasing officers and related workers involved in purchasing materials, products, and services
* Proficient in assessment of present & future material availability and control of department budgets
* Proven ability in management facilities, logistics and implementation of processes/ systems aimed at optimizing costs, effort and resources; dispensing prescriptions by following standard operating procedures for receiving, filling, dispensing, logging, and maintaining loss prevention controls
* Skilled in rendering consultancy on prescription medications and over the counter medications per company policy, state and federal law
* Capable of creating and sustaining a dynamic environment that fosters development opportunities and motivates high performance amongst team members

**EMPLOYMENT DETAILS:**

**Materials Management and Purchasing Director**

**Al Salama Hospital** *– 40 bedded hospital*

**Abu Dhabi, United Arab Emirates**

**March 2008 till date** *(9 years and 1 month)*

**Accomplishments:**

* Played key role in centralizing hospital warehouses as well as streamlining processes related to managing purchase requests & stocks
* Instrumental in acquiring ISO 9001 and JCI accreditation for the hospital

**Accountabilities:**

* Manage day to day business operations in compliance to organizational policies and statutory regulations. Define & implement policies including organizations quality improvement and patient safety program aimed at seamless delivery of clinical services
* Develop & implement various process improvement initiatives aimed at enhancing operational efficiency and departmental profitability
* Evaluate & ensure cost effectiveness of services rendered under contractual agreements. Conduct patient surveys for ascertaining quality of services
* Define & implement policies & procedures encompassing procurement, inventory control, receiving & storage, distribution, duplicating and mail transport across the hospital
* Participate in negotiations related to materials and services contracts with regards to productive hours, space, equipment and expense aimed at maintaining organizational P&L
* Assess & approve requests for non-stock purchases as well as purchase orders prior to procurement. Work on stock level replacement system for maintaining inventory based on evaluated stock levels
* Collaborate with the department directors in preparing & maintaining operating and capital budget for maintaining organizational P&L; obtaining material safety Data sheets on all hazardous materials used in the hospital
* Render administrative support to finance controller in the form of reports, budgets, supply utilization analysis for ascertaining organizational financial health
* Evaluate team performance & render productivity enhancement feedback. Organize training sessions for team members based on identified training needs
* Prepare & present various status reports for the senior management and other stakeholders to enable effective decision making

**Pharmacist In-charge**

**Al Salama Hospital** *– 40 bedded hospital*

**Abu Dhabi, United Arab Emirates**

**December 2004 to March 2008** *(3 years and 3 months)*

**Accomplishments:**

* Successfully shifted old pharmacy to new location and developed new pharmacy system leading to enhanced operational efficiency
* Instrumental in developing 2 more pharmacy branches related to the hospital group

**Accountabilities:**

* Managed day to day administrative aspects of the pharmacy encompassing budgeting, processing employee pay roll and evaluating customer satisfaction levels for enhancing service quality
* Maintained updated inventory to ensure availability of stocks across various points of sales. Prepared purchase orders and evaluated prices to maintain cost effectiveness
* Acquainted doctors with doses, adverse effects & methods of drugs usage based on operational requirements pertaining to dispensing of control drugs
* Coordinated finance & accounts related activities like preparing/ evaluating profit & loss statements disclosure, reconciling payments and interacting with insurance service providers
* Assessed patient response to medication therapy. Render drug related consultancy to patient families and Hospice staff
* Coordinated activities related to registration of pharmacy with the General Health Authority
* Provided homely provision of medications for pain and symptom relief including compounding services of non-standard
* Ensured empathy for terminally ill patients and respective patient families to cope up with the difficult situation

**Earlier Assignments**

* Al Madina Al Monwara Pharmacy, UAE ~ Pharmacist In-charge ~ May 2002 – Dec 2004
* New Al Wathba Pharmacy, UAE ~ Pharmacist In-charge ~ Jun 2001 – May 2002
* Noran Pharmacy, Abu Dhabi - UAE ~ Pharmacist ~ Jun 1999 – Mar 2001