**Hisham**

Purchasing manager/SCMprofessional

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| **SKILL HIGHLIGHTS** | * CPP/CPPM certified with pursuing CSCP course to be accomplished soon. * Hands-on experience in using ERP system and Microsoft dynamics * Supplier acquisitionprocess/ TMS, WMS management in warehouse & transportation. * Selection of bidders, bidding process, technical evaluation, commercial evaluation and P.O awarding process * Demonstrated communication and interpersonal skills * Well versed with SCM international standards * SWOT analysis, vendor evaluation techniques, inventory management core competency * Leadershipmanagement * Full understanding of basic and advanced fundamentals supply chain workflow within the organization. * An effective communicator with excellent Client relationship management skills and strong analytical, challenge oriented, problem solving & organizational abilities |
| **DETAIL OF**  **EXPERIENCE** | Emcor facility services  EASTERN PROVINCE  *Facility Manager June 2015 – Present*  ***Khobar ,SaudiArabia***  **Job Role: Facility manager /Purchasing specialist**  **Facility manager:**  Handle projects like GE oil and gas, apple, BAE, Novartis and P&G. Prepare transition and mobilization of the projects, report daily facilities MEP performance (UPS , STS , FM 200 System , HVAC , CRAC units & Data center maintenance).  **Key responsibilities:**  Responsible for transition & mobilization of all upcoming new projects .  Prepare mobilization planning documents in MS Project .  Ensuring the IFM model is implemented on all transition projects  Running the facilities at the best standards by coordinating with teams during transition phase .  Excellent knowledge on UPS , STS , FM 200 System , HVAC , CRAC units & Data center maintenance  Ensuring all critical equipment are running without failure .  Excellent maintenance knowledge of HVAC & Specialized Engineering services Equipment.  Preparation operation checklists & develop sop's for new projects.  Develop Method of statement for maintenance of equipment’s.  Perform condition audits and prepared reports.  Procurement and consolidation of vendors by improving the standards in service and value creation  **Managed clients real estate operations and supported the expansions by identifying the place and Expansions**  **Asset management, safety, risk management, security and cost control.**  **Monitor day to day FM operations on site .**  **Strategic planning for operations and consolidating the operation**  **Review and Asses tenders ensuring a full understanding of all the required information for tender submittal.**  **Conduct Site inspection for tender understating, analysis for condition, Risk Assessment, Equipment condition.** |
| **DETAIL OF EXPERIENCE** | PROCAREHOSPITAL  EASTERN PROVINCE  *Purchasing Manager July 2012 – May 2015*  ***Khobar , SaudiArabia***  **Job Role: Purchasing Manager**  **A** - Forecasting likely levels of demand for services and products to meet the business  Needsandkeepingaconstantcheckonstocklevelstomaximizebusinessefficiency.   1. Conductingresearchtoascertainthebestproductsandsuppliersintermsofbest   Value, delivery schedules, and quality.   1. Liaising with suppliers, manufacturers, relevant internal department, and customers. 2. identifying potential suppliers, visiting existing suppliers, and building and   Maintaining good relationships with them.   1. Negotiating and agreeing on contracts and monitoring their progress - checking the quality of serviceprovided.   **Negotiation of contractsachieved:**  1–SavedasubstantialmarginoutofSR9,000,000tobuynewMRImachine.  2- Achieved a remarkable saving out of SR 75,000,000 budget to buy new machines and  Equipment for new hospital extension.  3 – Scattered saving on total annual consumables, disposables, and pharmaceuticalitems. Strategic and operationachievement  * Reduced non-compliant purchases from 37% to less than 1% * Being a board memberto decide the new medical equipment needed for new Procareextension. * Survey markets for price and delivery information to boost daily operation process * Ensure functionality of procurement cycle system to maximize efficiency and achieve departmental goals and objectives. * Implement health and safety procedures for Procare hospital * Communicate with the team; build commitment and confidence. * Identify training needs for staff. * Develop and execute strategic procurement &sourcing plans for thegroup. * Working with the Managing Director &senior management team to create and implement cost-savings initiatives and business practices aligned with business objectives. * Vendor development &alternate sourcedevelopment. * Ensurenegotiationsofpaymenttermssoastobesuitableforaproject. * Ensure supply of materials to sites as per site requirement. |



# DETAIL OF

# EXPERIENCE

RAWABI HOLDINGCOMPANY

RAWABI SPECIALIZED ENCLOSURES FACTORY

RAWABI SPECIALIZEDCONTRACTING

RAWABI MAI N HEADOFFICE

*Purchasing Manager Jun. 2009 – July 2012*

***Khobar, SaudiArabia***

**Job Role: Acting Purchasing Manager**

* Acts as a liaison between City departments and vendors;
* Writes Requests for Council Action.
* Interprets contractprovisions.
* Reviews contracts to evaluate overall revisions, price, and past performance of each contract prior to bid or renewal.
* Approves price increases provided for in contracts and makes changes as necessary and appropriate.
* Obtains price quotes from vendors and compares quotes with the specifications and availability ofitems.
* Organizes, updates and retains product information files and purchase order records.
* Develops and updates policies and procedures for the decentralized contract administrationprogram.
* Demonstrates continuous effort to improve operations, decrease turnaround times,streamline work processes, and work cooperatively and jointly to provide quality seamless customerservice.

# Workfield

* + Manufacturing of coldshelters
  + Automation systems and automation components
  + Steel structure of all kind
  + Safety and firesystem

**Projectachievements**

1. Supply and apply contract of fully equipped 12 meters radar shelters with Raytheon company worth of 13 Million Saudi Riyals.
2. Labor camp construction contract equipped with complete facilities to Swiber offshore company worth of 6 Million Saudi Riyals.
3. ARAMCO project to build labor camp and supply complete fire and safety system inAl Ahsaa , project worth of 4.5 Million Saudi Riyals.
4. Contribute to Rawabi tower construction.
5. STC, Zain, Mobily supply of shelters (continuous projects worth up to 80 Million SaudiRiyals).

AL – OTHMAN HOLDINGCOMPANY

USG: UNITED STEEL GRATINGFACTORY

*Purchasing Supervisor, Jun. 2007 – Jun.2009*

***Dammam, SaudiArabia***

**Job Role: Purchasing supervisor**

**A -** Administer everyday activities of all purchasing staff and provide training to staff to ensure compliance with GMP and monitor all purchasing activities and design various cost effective methods according to demands.

* 1. Evaluate and maintain all reports for inventory re order and coordinate with internal departments for the sameand maintain an efficient purchase ordersystemand manage all communication with internal customers and recommend improvements to all service levels and ensureaccuracy.
  2. Design and implement various purchasing strategies and procurement policies and participate in all supplier reduction programs in coordination with global supply chain team and determine appropriate programs for all purchase requirements and assist to reduce supply chain cost.
  3. Manage all supplier contracts and assist to administer best pricing strategies forall purchase materials and suppliers and analyze all new issued materials and recommend strategies to improve quality and manage inventory levels for all products.
  4. Oversee all programs and assistance to purchase all materials and noncapital equipment and participate in various purchasing processes and prepare an appropriate budget and implement all optimal contract negotiation.

*Sales executive Jan. 2006 – Feb 2007 (training)*

***Beirut, Lebanon***

**Job Role: Sales Executive**

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**A –** Increase the sales figure through different sales channels (direct sales & corporate level)

**B**- Arranging event especially in high season to increase sales volume.

**C**- Reviewing sales performance

**D**- Organizing sales visits

**E** – Establishing new business

**F** – Demonstrating/presenting services

**G** – Maintaining accurate records

**H** – Attending trade exhibition

**EDUCATION** ATLANTAUNIVERSITY

*Georgia,USA*

*Atlanta University Master’s Program (by correspondence)*

***MBA****: Masters of International Business holder –2010 Alumni*

*CourseDetails:*

Internationalbusiness:

* GlobalMarketing
* Fundamentals of Financial Management
* ContemporaryManagement
* StrategicManagement
* InternationalManagement

AUST: American university of science and technology Beirut, Lebanon

Bachelor of business science, 2007 Alumni

**Courses**

Completed courses in:

* Work Ethic
* English communication skills
* Oracle system
* CPP & CPPM (Certified purchasing professional, certified professional purchasing manager)
* Sales leadership

**TRAININGS AND**

**WORKSHOPS**

* Workshop on bidding process Management at Khobar conference hall (2013)
* Contracts management Training facilitated by SCM advisor, Jordan (2010)
* Workshop on of CPP (Certified Purchasing professional) &CPPM (certified professional

Purchasing manager) facilitated by Pardeeb Pakistan at Khobar (ongoing)

* Two days long practice session on Basic Life Saving and First Antiques facilitated by

Rescue 1122

* Two Days workshop on “Infection control” facilitated by Dr. Dernaika CSSD

**Computer skills**

* + - * Microsoft dynamics (SCM module)
      * JD Edwardes (Oracle)
      * SAP system, SCM master data
      * Microsoft OfficeSuite
      * Adobe Acrobat and Adobe Photoshop CS2

**PERSONAL INFORMATION**

Nationality:Lebanese

Date and place of birth: 29.11.1982/Al-Khobar-Saudi Arabia

Marital status: Married to Saudi wife (To be calculatedin Saudization as Saudi labor officelaw)