

Mahni Mohammed Al-Shaibani

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An accomplished leader and supervisor with extensive experience in humanitarian organizations (INGOs), trading and industrial sectors over the past 20 years. I possess strong skills in planning & analysis, team leadership, performance management and negotiation. I specialize in supply chain & logistics management and program support, including procurement, import/export, IT, and administration. A seasoned professional with a proven track record in Import\export procedures, tender distribution and analyzing the offers, international trade terms (Incoterms), and various banking transactions, LCs and alongside expertise in business correspondence. Detail-oriented, self-motivated, and results-driven, I excel in problem-solving. I am seeking opportunities in a challenging environment where I can leverage my skills and competencies to enhance efficiency and effectiveness in operations.

Brief of Work Experience

• Sweet Land International Trading Company – Jeddah, KSA	Mar. 2025 – Up to Date
Head Section of Procurement & Logistics.	
• CARE International -Yemen.	Nov. 2018 – June 2024
Area Program Support Coordinator.	Feb. 2022 – June 2024
Area Program Support Officer.	Nov. 2018 - Jan. 2022
• NATCO Automotive Co, (Hayel Saeed Anaam Group) - Sana'a, Yemen.	Feb. 2010 – Oct. 2018
Head of Supply Chain and Logistics Department.	Dec. 2015 – Oct. 2018
Specialist of Supply Chain and Logistics Department.	Feb. 2010 – Nov. 2015
• National Paints & Chemical Factory (Alshaibani Group) - Taiz, Yemen.	Aug. 2004 - Jan. 2010
Head of Procurement & Import Department.	Jan. 2008 – Jan. 2010
Specialist of Procurement & Import Department.	Feb. 2005 – Dec. 2007
Production supervisor.	Aug. 2004 – Jan. 2005

Employment History

• Sweet Land International Trading Company – Jeddah, KSA	Mar. 2025 – Up to Date
Head Section of Procurement & Logistics.	
- Develop and implement procurement and logistics strategies in line with company objectives. - Establish policies and procedures to ensure efficient procurement and supply chain management. - Identify, evaluate, and select suppliers. - Build and maintain strong, professional relationships with suppliers to ensure quality, cost-effectiveness, and on-time delivery. - Negotiate contracts, terms, and prices with suppliers. - Oversee sourcing, purchasing, and procurement processes. - Manage purchase orders and ensure inventory levels meet operational and marketing needs. - Oversee transportation, warehousing, and distribution, ensuring efficient distribution plans, warehouse management, and inventory management, in line with company needs. - Improve logistics operations, identify cost-saving opportunities, and improve delivery times. - Coordinate with internal departments to forecast demand and plan logistics operations accordingly. - Ensure that procurement and logistics activities comply with legal regulations, safety and environmental regulations, and company standards. - Identify potential risks in the supply chain and develop mitigation strategies. - Monitor and analyze procurement and logistics KPIs. - Prepare reports to senior management on supply chain performance and improvements. - Maintain accurate records of procurement and logistics operations, contracts, and supplier information. - Work closely with other departments, such as finance, operations, and sales. - Liaise with external partners, government agencies, and industry bodies.	

- Stay abreast of industry developments and implement best practices.
- Lead initiatives to improve efficiency, sustainability, and innovation in procurement and logistics.
- Lead, train, and motivate procurement and logistics teams.
- Work on the Ghad and Fasah platforms and ensure optimal communication with the Saudi Food and Drug Authority to track shipment status.

- **CARE International - Yemen.**

Nov. 2018 – June 2024

Area Program Support Coordinator.

Feb. 2022 - June 2024

Area Program Support Officer.

Nov. 2018 - Jan. 2022

- Directed the procurement cycle and mentored a high-performance team, ensuring timely and compliant execution of policies, using the Pamodzi system.
- Negotiated contracts and built vendor relationships, secured optimal terms, and nurtured professional partnerships, resulting in a growth through the identification of qualified vendors via market studies and evaluations.
- Monitored adherence to policies and KPIs by researching and setting guidelines that led to improvement over the past years while consistently assessing supply chain KPIs.
- Conducted audits and compiled reports, performed spot checks, and visit program locations and report to management.
- Organized comprehensive procurement documentation and ensured compliance with regulatory requirements for easy access.
- Facilitated the program procurement plan by preparing requests for quotes (RFQs), analyzing and evaluating bids, and authorizing purchase orders (POs) while collaborating with relevant departments to ensure an efficient of supply chain management.
- Generated procurement reports to provide regular updates on purchases and expenditures.
- Oversaw the program support (procurement, logistics, admin and IT) budget in partnership with the Program Manager to allocate resources effectively for materials, equipment, and services.
- Exercised decision-making authority to enhance work performance and improve operational efficiency within the limits of the authority granted.
- Promoted ethical conduct and maintained confidentiality, accuracy, and strong professional relationships with all stakeholders.
- Supervised staff across procurement, logistics, administration and IT, ensuring timely recruitment, effective orientation, and motivated-oriented performance that meets job expectations. This included gathering feedback, identifying training needs, and implementing safety protocols.
- Coordinated logistics operations, ensuring efficient distribution plans and warehouse management & inventory, fleet management and vehicle maintenance comply with CARE policies and program needs.
- Fostered a supportive environment by overseeing administrative staff, ensuring efficient support for projects, including cash management and office supplies, while encouraging a positive work atmosphere.
- Guaranteed technology support and innovation by supervising IT staff, analyzing data, and ensuring timely IT assistance for staff and office operations, while adhering to CARE guidelines.
- Implemented capacity-building initiatives to ensure that all teams complied with CARE policies and guidelines for procurement, logistics, administration, and IT, while emphasizing due diligence and training.
- Took responsibility for leading cross-functional teams to drive compliance, performance improvement, and operational excellence.

- **NATCO Automotive Co, (Hayel Saeed Anaam Group) – Sana’a, Yemen.**

Feb. 2010 – Oct. 2018

Head of Supply Chain and Logistics Department.

Dec. 2015 – Oct. 2018

Specialist of Supply Chain and Logistics Department.

Feb. 2010 – Nov. 2015

- Manage procurement department, set departmental objectives, participate in senior management meetings, and propose improvements for work quality and efficiency.
- Manage & process purchase order (PO), receive requisitions (PR), check specifications and lead times, securing financial funding with the finance department, and obtain additional information from requesting departments.
- Arrange and send the purchase orders to suppliers, ensure document compliance, and follow up with suppliers for signed documents.

- Maintain supplier communication, communicate regularly with suppliers obtain shipping details and documents and avoid delays.
- Ensure communicate, coordinate and collaborate with financial management to guarantee payment availability and follow up on bank transfers.
- Document management, archive all documents from requisition to payment electronically, and update supply chain reports.
- Manage logistics, communicate with transporter / shipping line, coordinate with clearing agent for customs clearance, notify warehouses for material receipt, and ensure quality inspections.
- Promptly handle non-conforming deliveries, inform suppliers of discrepancies (non-conforming goods, partial deliveries, damages) and return materials if necessary.
- Manage damaged goods, inform insurance companies of damages and pursue compensation.
- Performs all export procedures as per the international trade terms (Incoterms), (booking with shipping lines, arranging export documents, certifying shipping documents and communicate and coordinate with customers).
- Carrying out banking transactions, issuing all types of letters of credit (LCs), letters of guarantee, and bank transfers.
- Maintain a positive, ethical & professional relationship with suppliers and stakeholders, ensure information confidentiality, provide performance feedback, and evaluate suppliers based on ISO requirements.

• **National Paints & Chemical Factory (Alshaibani Group) – Taiz, Yemen.**

Aug. 2004 – Jan. 2010

Head of Procurement & Import Department.

Jan. 2008 – Jan. 2010

Specialist of Procurement & Import Department.

Feb. 2005 – Dec. 2007

- Participate in senior management and departmental meetings, contribute to objective setting, and express opinions on results and decisions.
- Monitor warehouse stock levels, initiate procurement processes, and plan sourcing through internal or external competitive channels following company regulations.
- Conduct studies and prepare executive plans for import and purchasing, secure materials from approved vendors, and generate periodic raw material reports to support company goals.
- Prepare raw material reports, process bank transfers, and generate daily shipment reports. Maintain import records and track documentary cycles and insurance documents with finance.
- Ensure supplier capabilities meet purchase order, request for quotation, and service questionnaire requirements before approval.
- Prepare shipping notices for in-transit shipments, inform relevant departments, and submit weekly reports to the line manager on progress, delays, justifications, and reasons.
- Coordinate with the finance department, follow up on insurance documents and customs certificates, issue Letters of Guarantee, Letters of Credit, and bank transfers.
- Implement approved procedures, share documents with finance as per regulations, ensure purchase order integrity, archive all documents, and manage departmental systems in coordination with the line manager.
- Collaborate with quality assurance to develop templates and procedures for import and procurement management, suggest improvements and solutions to enhance departmental performance.
- Make appropriate decisions within authority to improve work performance, and delegate tasks to import and procurement staff.
- Ensure proper implementation of procedures, maintain shipment records, quality models, and all documents for internal review. Train colleagues to perform tasks optimally and transfer experience to enhance their qualifications.

Production Supervisor.

Aug. 2004 – Jan. 2005

- Monitor daily operations to ensure that production runs smoothly, efficiently, and according to the production schedule. Implement and maintain quality control measures to ensure that the produced items to meet the industry standards and specifications.
- Ensure that all safety protocols are followed to create a safe working environment.
- Supervise and manage production staff, including assigning tasks, providing training, conducting performance evaluations, and resolving any personnel issues. Effective communication and leadership are key in this role.
- Monitor and manage inventory levels of raw materials and finished products and coordinating with the procurement team to ensure timely supply of raw materials.

- Continuously assess production processes and maintain accurate records of production activities, including output, downtime, and any incidents. Prepare reports for management to provide insights into production performance and areas for improvement.
- Ensure that all production activities comply with environmental regulations and industry standards. This includes managing waste disposal, handling hazardous materials, and adhering to legal requirements.
- Address any production-related issues or concerns raised by customers. Ensure that products are delivered on time to meet the customer demand.
- Ensure balancing for the responsibilities by good organizational skills, attention to detail, and the ability to work under pressure and effective communication and problem-solving skills for addressing challenges and leading a successful production team.

Education

University of Puna, Ness Wadia College – Puna, India

Bachelor of Commerce (B.Com) In Business Administration

AlSha'ab School - Taiz, Yemen

High school certificate

Training courses:

- Project Management Professional (PMP).
- Supply Chain Management.
- LCC Uniform Customs & Practice for Documenting, Credits Publication No.600 2007.
- Tactics and statistics in the quality management.
- Business Correspondence.
- Advanced Report Writing.
- Diploma in Export and Import.
- MS. Office course.
- English language courses and Business English.

Online courses via CARE Academy:

- Balancing the dual roles of people manager and technical expert. Building Innovation Cultures and Leaders. Developing a Successful Team. Encouraging Team Communication and Collaboration. Essential Management Skills. Establishing Effective Virtual Teams. Leading Teams and Others. Prepare for a win-win negotiation.

Languages

Arabic – Native

English – Fluent

Key Skills:

- Supply chain, logistics, Import & Export.
- Business correspondence and negotiations.
- Organizational and analytical skills.
- Computer and problem-solving skills.
- Decision making and Team leadership.
- Management skills, leading, developing a successful team and encouraging team communication and collaboration.
- Balancing the dual roles and building innovation cultures.
- Adaptability.