

PERSONAL INFORMATION

Labeeb Mohammed Abdo Ahmed

Sana'a - (Yemen)

(+967) 778 263 264

✉ labeeb.thabet@yahoo.comMarital Status: **Married.**Children: **3**Date of birth : **02/05/1974** Nationality: **Yemeni**

WORK EXPERIENCE

Nov 2016 – Till date



Procurement Superintendent

PetroMasila for Oil Production & Expl.. Sana'a (Yemen)

Responsibilities:

- Monitor performance and use data to provide regular analysis against KPIs
- Supervise the procurement/Logistics/warehousing activities & stock movements/ requirements.
- Assist OM to design and maintain the supply chain strategy
- Conduct the annual inventory with PEPA.
- Develop and maintain work source planning and strategies for cost reduction.
- Establish & Develop procurement processes & procedures.
- Assist the Operation Manager in monitoring the annual budget.
- Liaise with Heads of Department to achieve timely delivery.
- Assist contract Dept for negotiations and preparing the bids.
- Maintain & approve supplier list
- Develop and maintain work source planning and strategies for cost reduction.
- Provide monthly reports in purchasing activities to Top Management.

Oct 2008 – Nov 2016



Procurement Supervisor

Dove Energy for Oil Production & Expl. Sana'a (Yemen)

Responsibilities:

- Establish procurement coordination processes & procedures
- Supervise the procurement/Logistics/warehousing activities & stock movements/ requirements.
- Assist the Operation Manager in monitoring the budget.
- Conduct the annual inventory with PEPA.
- Liaise with Heads of Department to achieve timely delivery.
- Assist contract Dept for negotiations and preparing the bids.
- Develop/review the procedures/ policies, whenever required.
- Maintain approved vendors for materials and service.
- Develop and maintain work source planning and strategies for cost reduction.
- Provide monthly reports in purchasing activities to Top Management.

Oct 2006 – Oct 2008



Logistics & Procurement Expeditor

YEMEN Liquefied Natural Gas- TOTAL- (YemenLNG) Sana'a (Yemen).

Responsibilities:

- Assist the Procurement & Logistics Manager in developing of the purchasing, expediting, and delivery for all materials from requisition to receipt
- Assist in supervising procurement personnel to define areas of responsibility
- Participate in evaluating suppliers and assist in compiling project supplier lists
- Keep Procurement Manager informed of all critical areas and recommend corrective actions
- Prepare monthly reports of purchases/ Services to the P & Logistics Manager.
- Assist in preparing, maintaining and proactive follow-up on all project procurement reports
- Analyze new vendor prequalification paperwork & Participate in supplier meetings
- In charge of Shipping Companies, claims or reimbursement

Dec 1999 –2006

Foreign Purchasing/Logistics Co-ordinator**National Trading Co. Ltd. (HSA Group)**■ **Responsibilities:**

- In charge of purchases/ contracts/ logistics.
- Negotiation, L/C Formalities, Bank Guarantee & Bids,
- Telegraphic Transfer, Insurance Coverage & Arrangements, Shipping Documents.
- Prepare and review Contracts & Agreements
- Handling Clearance and Customs Processes.
- Top Management Back-up Reports.
- Tender Bonds; Bid & Performance.
- Managing relationships with suppliers and Maintaining suppliers list and
- Update system and review procedures according to ISO Standards.

Dec 1999- Sep 2006

Purchasing & Logistics Officer**Aziz Establishment for Trade & Investment**■ **Responsibilities:**

- Correspondences with suppliers (Inquiries & Quotations)
- Placing Purchase Orders
- Prepare, Review local & International contracts.
- Issuing Letters of Credit & Money Transfers to vendors.
- Insurance Coverage & Shipping Documents, clearance

EDUCATIONS AND DIPLOMAS

2013

Advanced Procurement Management

Turkey

2011

The Complete Course in Contract & Purchasing Management

Malaysia

2009

Maisy System (Supply Chain System, 2009)

Dove Energy Ltd

2009

Purchasing Strategies, Negotiations & Cost Reduction

Malaysia

2009

Quality Management System Auditor- ISO 9001

Dove Energy Ltd

2008

SAP System Training Courses

YEMENLNG

2008

EDMS System Training

YEMENLNG

2008

Skills Development Programme

YEMENLNG

2002

Time Management

Natco

2002

Foreign Purchasing Process

Natco

Apr 2019–May 2019

Purchasing Policy Stores System

Natco

1998 B. A. Degree English literature Studies,
Taiz University

1994 High School Certificate- Scientific Section
Taiz High School

Achievements

2009-2015 Inventory Team Leader
Dove Energy Ltd
Tracking System for Supplies & Services
Construction Phase- Yemen LNG.

Zero outstanding requirements
Dove Energy Ltd.

Seyoun Gas Project Member
Dove Energy Ltd.

Member of Presidential Project FOR COMPUTERS
Natco.

GA'AR Power Station Project- PEC (Logistical Handling)
Natco.

SAYOUN Power Station Project-PEC- (Logistical Handling)
Natco.

Labour Day Award for the year 2000
Natco.

Labour Day Award for the year 2001
Hayel Saeed Group.

Dove Operation Manager.
Dove Energy Ltd.

Natco Electrical Division Manager
Natco.

PERSONAL SKILLS

Arabic (Mother tongue) English Professional Level

- Strong and effective communication and organization skills.
- Ability to work effectively in a team or independently.
- Ability to work under pressure and critical circumstances.
- Leadership (was responsible for a team of 5 people in the university graduation project).
- Ability to plan for short or long time.
- The accuracy, integrity, Flexibility and Commitment in the work.
- Excellent interpersonal, organizational and time management skill.
- Honest, hardworking and committed to community participation and development.
- Able to play leadership role in the surrounding environment and Interested in assisting colleagues.
- Willingness and ability to work effectively with a wide variety of people.
- Good understanding of the social, political and economic context of the country.
- Understanding of the principles of non-governmental organizations.