

AHMED ADEL SAAD

Procurement Supervisor

Tabuk, Saudi Arabia,

ahmedadelpg@gmail.com +966541644620

SUMMARY

As a dedicated and results-driven professional with extensive experience in procurement and accounts management, I am eager to bring my expertise to your esteemed team. My background as a Procurement Supervisor and AP Accountant has equipped me with the skills to optimize processes and drive cost efficiencies. I am passionate about contributing to your organization's success and fostering strong supplier relationships while ensuring compliance and excellence in all procurement activities.

EXPERIENCE

❖ Procurement Supervisor, Barq Al Mustaqbal Company Oct 2024
Saudi Arabia, Tabuk

1. Led procurement strategies that reduced costs.
2. Trained and developed a high-performing procurement team.
3. Executed market analysis, identifying new suppliers and opportunities.
4. Developed strategic sourcing plans that increased supplier diversity.
5. Lead procurement activities for Operations & Maintenance (O&M) projects.

❖ Senior Procurement Officer, New Aqua For Fabrication & Stainless Steel Company Feb 2020 — Jun 2023
Egypt, Helwan

1. Managing Procurement Operations: Execute purchasing activities to fulfill company needs.
2. Negotiating with Suppliers: Negotiate favorable prices and terms.
3. Supplier Selection: Identify new suppliers and conduct regular evaluations for existing ones.
4. Order Follow-Up: Ensure timely delivery of materials that meet required specifications.
5. Reporting: Prepare periodic reports on procurement and supplier performance.

❖ Procurement Officer, Al-Barak Industrial and Commercial Group Co Aug 2015 — Oct 2019
Saudi Arabia, Dammam

1. Identifying what goods, services or works are needed by the company.
2. Researching and evaluating potential suppliers for quality, reliability, and pricing. Negotiating contracts with suppliers to ensure the best deal.
3. Preparing and managing purchase orders in accordance with the company's needs and budget.
4. Monitoring and tracking orders to ensure timely delivery.
5. Maintaining and updating supplier information such as qualifications, delivery times, product ranges, etc.

❖ AP Accountant, Al-Barak Industrial and Commercial Group Co Oct 2011 — Jul 2015
Saudi Arabia, Al Hassa

1. Manage accounts payable processes related to procurement activities,
2. ensuring accurate and timely payments to suppliers and vendors.
3. Reconcile supplier statements and resolve discrepancies to maintain accurate financial records in the procurement cycle. Support budgeting and forecasting for procurement expenditures, analyzing financial data to identify cost-saving opportunities.

EDUCATION

❖ Menoufia University 2006 — 2010

BA, Accounting

Egypt

Graduated with a BA in Accounting, achieving a Good GPA.

SKILLS

Teamwork ❖❖❖❖❖

Contract Negotiation ❖❖❖❖❖

Vendor Management ❖❖❖❖❖

Supply Chain Optimization ❖❖❖❖❖

Budget Management ❖❖❖❖❖

MS – Office: Excel, Word, Outlook ❖❖❖❖❖

Communication Skills ❖❖❖❖❖

ERP ❖❖❖❖❖

Leadership ❖❖❖❖❖

Procurement Strategy ❖❖❖❖❖

LANGUAGES

English ❖❖❖❖❖

Arabic ❖❖❖❖❖

CERTIFICATIONS AND LICENSES

Certified International Procurement Professional, CIPP International Purchasing and Supply Chain Management Institute - IPSCMI, Delaware, USA.

Certified International Procurement Manager, CIPM International Purchasing and Supply Chain Management Institute - IPSCMI, Delaware, USA.