

Osama Salameh

Procurement Professional

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I am a seasoned procurement and contracting professional with over eight years of experience in procurement operations, contract management, and supplier relationship management. Having worked in both the non-profit and corporate sectors, I excel in sourcing strategies, tendering processes, and contract negotiations. With a Bachelor's degree in Industrial Engineering, I bring strong analytical and problem-solving skills to optimize procurement operations, reduce costs, and enhance supplier partnerships. My expertise includes procurement management, competitive bidding, and driving operational efficiencies while ensuring compliance with internal and industry standards.

Practical Experience

Jan 2017 - Present Procurement Coordinator

Mercy Corps - Jordan Country Office, Amman Jordan

➤ **Sourcing:**

- Collaboratively working with projects team to identify and define needs.
- Drafting proactively sourcing plan to enrich approved suppliers list.
- Identifying new potential domestic and international source of supplies and services.
- Visit local trade fairs/exhibitions to source for potential suppliers.
- Assisting projects staff on creating clear and effective purchase requests and other procurement related documentation.

➤ **Competitive Tendering:**

- Preparing tender package for different type of high value purchases.
- Lead and facilitate the procurement process for standard tender process [value between 25,000 USD and 149,999 USD] and high value tender [150,000 USD and above].
- Lead and supervise tender opening meetings and facilitate the evaluation process, ensuring transparency and compliance with established criteria.
- Registering, documenting & sharing recommendations and guidance with the procurement committee.
- Advising the procurement committee on organization's procedures, ensuring

alignment with organization policies.

- Ensuring adherence and compliance with internal policies and regulations.
- Promote technical improvements and process efficiencies, contributing innovative ideas to streamline operations and enhance effectiveness.

➤ **Contracting & Contract Management:**

- Leading and facilitating effective negotiations for purchase contract terms and conditions.
- Overseeing and guiding contract negotiation sessions with prospective suppliers.
- Drafting a variety of contract types, including those for goods, services and constructions.
- Continuous monitoring key suppliers' performance to ensure ongoing improvements.
- Tracking supplier performance against agreed service levels and key performance indicators (KPIs).
- Ensuring to deliver the best value for money in all procurement transactions.
- Monitoring and recording expenditures against frameworks agreements.
- Developing tools to support procurement activities, such as, advance Excel forms, follow up sheets, evaluation/scoring tables.

➤ **Team Management:**

- Supervised and mentored a team of two junior and mid-level procurement staff.
- Provided guidance and training on procurement policies and procedures as outlined in field procurement policy FP3.
- Conducted training for team members on utilizing the procurement system (ProSource) for various procurement processes.
- Facilitated development of procurement team's capacity, contributing to their professional growth and skill enhancement.
- Acted as backup for Procurement Manager in leading and managing Procurement Team during their absence, ensuring seamless operation of procurement functions.
- Fostered a collaborative and supportive team environment, strengthening relationships among team members.

**Aug 2016 - Jan
2017**

Purchasing Assistant

Handicap International - Jordan, Amman - Jordan

- Collaboratively Working with internal and external stakeholders to determine procurement needs, level of quality, and delivery requirements.
- Conducting market surveys on price, specification and availability of core items.
- Preparation of draft inquires (RFI, RFP, RFQ, ITT).
- Conducting effective negotiations with vendors to deliver best value for money.
- Drafting different types of contracts (e.g., Supplies, services and works).
- Preparation of draft bid analysis, purchase contract and frame agreement.
- Managing operational aspects of frameworks agreements.
- Ensuring timely delivery of products while considering total cost of ownership.
- Reviewing and re-evaluating performance for key vendors.

- Preparing and maintaining purchasing records, reports and price lists.
- Comply with and maintain knowledge of applicable rules, legislation, regulations, standards, and best practices.

**Apr 2016 - Jun
2016**

Operation Officer

National Computer Company (Optimiza) - Jordan, Amman - Jordan

- Prepare purchase order for goods and services.
- Negotiate with suppliers on purchase agreements' terms & conditions.
- Making process mapping for back-office department.
- Follow up on items delivery.

Short - Term Assignments

Short-Term Assignment: Acting Procurement Manager

Mercy Corps, Nov 2024 - Jan 2025

- Led the procurement department, ensuring efficient operations and adherence to Mercy Corps procurement policies.
- Attended Grant Management Team (GMM) meetings to assess program timelines and ensure procurement deliverables were met in a timely manner.
- Participated in grant closeout meetings, ensuring all procurement aspects were finalized and compliant with grant requirements.
- Raised and discussed procurement-related challenges with senior management, contributing to decision-making and strategic planning.
- Provided oversight for high-value tenders and contracts, ensuring compliance with USAID standards and internal procurement protocols.
- Collaborated with cross-functional teams to streamline procurement processes and resolve any issues during program implementation and grant finalization phases.

Short-Term Assignment: Procurement Specialist - Gaza Response

Mercy Corps, Nov 2023 - May 2024

- Successfully managed procurement activities for Gaza response, focusing on critical categories such as Food, Hygiene, and Winterization kits.
- Negotiated and finalized four Master Agreements with suppliers across various categories, ensuring competitive pricing and timely delivery of essential goods.
- Coordinated closely with internal and external stakeholders to obtain necessary approvals and clearances for aid delivery to Gaza.
- Implemented robust procurement strategies to streamline processes and expedite the procurement of vital supplies for humanitarian relief efforts.
- Demonstrated exceptional project management skills, ensuring adherence to timelines and budgetary constraints while meeting the urgent needs of affected populations in Gaza.
- Played a pivotal role in fostering collaboration between cross-functional teams to achieve common goals and objectives in support of humanitarian initiatives.

Short-Term Assignment: S2P Data Vendor Administrator

Mercy Corps, Sep 2021 - Nov 2021

- Registered MC suppliers on the new Procurement system (Ariba from SAP) to ensure seamless integration and data accuracy.
- Conducted comprehensive training sessions for MC suppliers, equipping them with the necessary skills to navigate and utilize the new system efficiently.
- Collaborated closely with internal stakeholders to troubleshoot system-related issues and provide ongoing support to MC suppliers.
- Implemented data management best practices to maintain the integrity and reliability of supplier information within the system.
- Played a key role in facilitating the transition to the new procurement system, contributing to enhanced operational efficiency and procurement process optimization.

Education

**Sep 2011 - Feb
2016**

Bachelor’s Degree in Industrial Engineering
Jordan University of Science & Technology - Irbid - Jordan

Skills

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|--|-------------------------------------|
| • Contract Negotiation | • Leadership Skills |
| • Supply Chain Management | • Contracting & Contract Management |
| • Supplier Relationship Management (SRM) | • ERP Systems (SAP Ariba) |