

# Ziad TALEB

## Procurement & Logistics

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Al Khobar, Saudia Arabia

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### PROFESSIONAL SUMMARY

Highly skilled and results-driven procurement and logistics professional with over 6 years of experience in supply chain management, procurement, and warehouse operations within humanitarian and development sectors. Managing strategic procurement and supply chain operations for a leading manufacturer of industrial spare parts, molds, and dies, serving the oil and gas sector. Operating within a stringent quality management framework certified to API Q1, ISO 9001, ISO 14001, and ISO 45001, ensuring all procurement activities meet the highest standards of quality, safety, and environmental compliance, with advanced proficiency in SAP Ariba, Helios, and other ERP systems.

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### WORK EXPERIENCE / CAREER SUMMARY

#### Purchasing Coordinator

SASIB\_SA, Damam, Saudi Arabia

September 2025 – Current

- Implementing end-to-end procurement for critical manufacturing components, ensuring uninterrupted production and adherence to rigorous technical specifications.
- Manage the full supplier lifecycle, from qualification and performance evaluation to contract negotiation, building a resilient and audit-ready supply chain.
- Ensure full compliance with API and ISO standards across all procurement processes, successfully navigating quarterly internal and external audits.
- Implement cost-saving initiatives and optimize inventory levels of high-value spare parts, balancing operational efficiency with risk mitigation.
- Manage the Approved Vendor List (AVL), strategically categorizing suppliers into Criticality Tiers (1, 2, 3) to ensure operational continuity and mitigate supply chain risk.
- Collaborate with engineering and quality assurance teams to validate supplier capabilities and component specifications, upholding product integrity.

#### Procurement Officer

Handicap International Humanity & Inclusion, Yemen

April 2024 – December 2024

- Collaborated with program teams to develop and manage procurement budgets, ensuring cost-effectiveness and adherence to financial constraints.
- Conducted comprehensive vendor evaluations, including logistical due diligence, capability assessments, and creditworthiness checks, to support informed vendor selection decisions.
- Supported tender committees by providing logistical and financial analysis during bid evaluations, ensuring cost-effectiveness and risk mitigation in procurement decisions.
- Analyzed the financial impact of procurement activities, identifying cost-saving opportunities and assessing risks associated with supplier selection and contract terms.
- Ensured compliance with organizational procurement policies and donor regulations, maintaining accurate records and preparing timely procurement reports.

- Collaborated with operations, program teams, and HI HQ to resolve complex procurement-related issues and ensure timely delivery of goods and services.
- Fostered a collaborative teamwork environment, responding to urgent procurement needs with a sense of urgency and delivering high-quality results.

#### **Supply Chain Assistant / Acting Procurement Officer**

**Save the Children, Hodeida Field Office, Yemen**

**May 2023 – April 2024**

- Spearheaded local procurement processes, including the preparation of Purchase Requests (PRs) and International Requests (IRs), ensuring timely and cost-effective delivery of goods and services.
- Led the analysis of vendors quotes, facilitated Comparative Bid Analysis (CBA), and coordinated procurement committees to finalize vendor selection.
- Managed international transportation and customs clearance processes, ensuring seamless delivery of goods from ports to final destinations.
- Implemented an efficient archiving system for procurement files, ensuring compliance with organizational and donor requirements.
- Supported staff in utilizing SAP Ariba ProSave for procurement requests and maintained an updated price list to aid in budgeting and proposal development.

#### **Roving Logistics Officer**

**Oxfam GB, Sana'a, Yemen**

**January 2022 – January 2023**

- Reduced transportation and benefits administration costs by 25% BAF through strategic vendor negotiations and process improvements.
- Developed and maintained a dynamic inventory system, ensuring accurate stock levels and minimizing overstocking.
- Established and updated a supplier database, conducting price comparisons to secure the best deals and improve procurement efficiency.
- Designed and implemented procurement strategies, including the development of Standard Operating Procedures (SOPs) and risk management matrices.
- Managed the tendering process, including RFQs, RFPs, and ITBs, ensuring compliance with Oxfam's Supply Chain Procedures Manual and donor regulations.
- Prepared and reviewed weekly and monthly procurement reports, maintaining a comprehensive paper trail for audit purposes.

#### **Logistics Officer**

**Family Health International (FHI 360), Taiz, Yemen**

**December 2020 – November 2021**

- Conducted market surveys and pre-qualification processes for vendors, updating the supplier database and preparing tender documents.
- Ensured proper archiving and reporting of procurement and logistics records, maintaining compliance with donor requirements.
- Optimized vehicle allocation and utilization across field offices, ensuring adherence to FHI 360's contractual terms and safety standards.

#### **Warehouse Storekeeper**

**Islamic Relief Yemen, Dhamar, Yemen**

**September 2018 – January 2020**

- Supervised incoming and outgoing shipments, reducing counting errors by 15% and improving inventory accuracy.
- Maintained detailed records of warehouse transactions, including GRNs, waybills, and delivery notes, ensuring proper documentation and stock control.
- Managed asset tracking and disposal processes, ensuring compliance with organizational policies.

## EDUCATION

- **Bachelor of Languages English Language & Literature**, Sana'a University, Yemen – GPA: 3.7/4 -2015-2019.
- **Secondary School certificate High School Diploma**, Saif Bin the Yazen School, 2011-2014
- **Diploma in English Language**, AMIDEAST Institution, Yemen -2012-2014

## SKILLS AND KEY COMPETENCIES

- **Procurement & Supply Chain Management:** Expertise in international procurement, vendor management, and contract negotiation.
- **Logistics & Warehouse Management:** Proficient in inventory control, fleet management, and asset tracking.
- **ERP Systems:** Advanced knowledge of SAP Ariba, Helios, and other procurement software.
- **Risk Management & Compliance:** Experience in developing and implementing strategies to mitigate procurement risks.
- **Compliance & Reporting:** Strong understanding of donor regulations, audit requirements, and procurement SOPs.
- **Capacity Building:** Ability to build the procurement capacity of local partners and suppliers, particularly in ERP system ProSave.
- **Languages:** Fluent in English and Arabic - written and spoken.
- **Communication and interpersonal skills:** Excellent negotiation, time management, and organizational skills; ability to work under pressure and in multicultural environments.
- **Statistical Data Analysis & Documentation:** advanced in SPSS, Excel and MS office applications.

## TRAINING COURSES

- **Micro Master Program in Supply Chain Management**, LLA.
- **Medical Logistics in Pandemics MLP**, HELP LOGISTICS - 2021-2022
- **Information Security Awareness & Code of Conduct**, Oxfam - 2022
- **Security Training for Field Logisticians**, MSF-OCP - 2021
- **Procurement and Logistics Management**, DisasterReady platform -2020
- **Logistics Cluster Orientation**, World Food Programme WFP - 2019
- **Basic Security in the Field II BSAFE**, United Nations Department of Safety and Security - UNDSS - 2019

## KEY ACHIEVEMENTS

- Reduced transportation and benefits administration costs by 25% BAF at Oxfam GB through strategic negotiations.
- Decreased asset disposal by 20% at MSF-OCP through improved monitoring and maintenance processes.
- Improved inventory accuracy by 15% at Islamic Relief Yemen by implementing efficient warehouse management practices.
- Developed vendor selection processes by implementing rigorous logistical and financial evaluations, resulting in enhanced supplier performance and risk mitigation.
- Supported tender committees with logistical expertise, contributing to informed decision-making and optimized procurement outcomes.
- Ensured 100% compliance with donor regulations and organizational policies, maintaining accurate records and timely reporting.