

MUSTAFA ABDO

Purchasing Supervisor

AK-KHOBAR, Khobar, Saudi Arabia

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Nationality *Jordanian*

PROFILE

Purchasing Supervisor

Experienced Purchasing Supervisor with six years in procurement, specializing in supplier management, cost optimization, and inventory control. Skilled in negotiating contracts, analyzing market trends, and implementing efficient purchasing strategies to support business operations. Proven ability to streamline procurement processes, ensure quality standards, and enhance supply chain performance.

EMPLOYMENT HISTORY

❖ **Maintenance purchase supervisor., SARACO** 2022 —2025
AL-DAMMAM.

- Supervise procurement of maintenance supplies, ensuring optimal stock levels and timely deliveries.
- Negotiate contracts with suppliers, securing favorable terms and pricing.
- Implement inventory management systems to enhance efficiency and reduce costs.
- Analyze market trends to identify new sourcing opportunities.
- Collaborate with cross-functional teams to align purchasing strategies with operational needs.

❖ **operating manager , sugar lap café** 2019 —2022
AL-Khobar

- Operational Management: Oversee daily café operations, ensuring smooth service, efficient workflow, and a high-quality customer experience.
- Staff & Inventory Supervision: Manage staff performance, scheduling, and training while maintaining stock levels to prevent shortages or excess inventory.
- Financial & Customer Focus: Monitor sales, optimize costs, and implement strategies to enhance customer satisfaction and increase revenue.

❖ **purchases representative , FAKER AL KALEEJ GENERAL CONTRACYING EST.** 2018 —2019
AL-DAMMAM.

- Identifying Project Needs: Researching and sourcing required materials and equipment while ensuring quality and compliance.
- Negotiation & Purchasing: Communicating with suppliers to secure the best prices and timely deliveries.
- Managing Inventory & Supplier Relations: Overseeing procurement processes, resolving supply issues, and maintaining accurate inventory records.

❖ **casher , chemistry coffee** 2016 —2018
AL-KHOBAR.

- * Offer products to customers and market their products to them.
- * Close daily sales and every last month.
- * Coordination with suppliers and warehouse.

❖ **Sales representative. , STC.** Jan 2015 — Jan 2016
AL-DAMMAM.

- Presenting, promoting, and selling mobile devices and accessories using solid arguments to existing and prospective customers.

EDUCATION

❁ 2009 — 2010
General Secondary Education Certificate, *Khobar*

SKILLS

Interpersonal Skills	Expert	Leadership and Teamwork	Expert
Microsoft Office Word	Expert	Leadership Skills	Expert
Critical thinking and problem solving	Expert	Time Management	Expert
Problem Solving	Expert	Ability to Work Under Pressure	Expert
Communication Skills	Expert	Teamwork	Expert
Leadership	Expert	Communication	Expert
Microsoft Excel	Expert	Computer Skills	Expert
Ability to Work in a Team	Expert	Management Skills	Expert
Microsoft Office	Expert	oracel	Expert

LANGUAGES

Arabic	Very good command	English	Good working knowledge
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