

Results-driven and highly motivated supply chain professional with extensive experience in procurement, inventory management, asset tagging, and vendor relations. Demonstrates strong leadership, analytical thinking, and effective communication skills. Proven ability to manage complex logistics and supply chain operations with efficiency and strategic foresight. Seeking a challenging position to leverage expertise and contribute to organizational success.

Mustafa Alkhamis

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Skills

- Supply Chain & Procurement
- Project Management
- Inventory & Asset Management
- Strategic Sourcing
- Vendor Negotiation
- SAP & ERP Systems
- Analytical Problem Solving
- Time Management & Team Leadership

Languages

- English (Fluent)
- Arabic (Native)

Education

- **UNIVERSITY OF Toledo Toledo , USA**
Bachelor of Supply Chain Management (Awarded 2016)
- **Institute of Public Administration Dammam , Saudi Arabia**
Diploma of Executive Secretary (Awarded 2009)

Experience

Red Sea Global

(Asset Tagging Specialist) Aug 2024 – Present

- Promoted to department leader within two months.
- Oversaw tagging and asset management for efficient inventory tracking.
- Developed detailed weekly/monthly inventory reports.
- Managed asset transfer procedures across departments.

Alrashed Industrial Company

(Storekeeper)Aug 2023 – Aug 2024

- Managed receipt and inspection of goods in line with purchase orders.
- Organized materials and supported production team readiness.
- Maintained system records for inventory flow.

Global Resources Company

(Procurement Officer)Feb 2021 – Mar 2021

- Prepared purchase orders and coordinated with suppliers .
- Resolved delivery issues and ensured timely material procurement.

Mohammed Bin Hussein Al Zaher Contracting Est.

(Procurement Specialist)Nov 2011 – Aug 2017

- Managed purchase requisitions and supplier evaluations.
- Coordinated with warehousing and logistics for timely delivery.

Development & Real Estate Investment Company limited

(Procurement Specialist) Nov 2009 – Aug 2010

- Compared supplier quotations and negotiated pricing & delivery.
- Identified cost-saving opportunities and streamlined processes.

- **Consolidated Contractors International Company**

(Procurement Specialist) Jul 2007 - Sep 2008

- Selected and evaluated suppliers based on business needs .
- Developed procurement strategies aligned with company goals.

- **Bin Ajinah Group**

(Procurement Officer) Nov 2005-May 2008

- Handled vendor negotiations and contract terms.
- Built and maintained supplier relationships.

Certifications

- Risk Management and Analysis – **Lawrence Technological University** (Nov 2016)
- Supply Chain Management Fundamentals – **Lawrence Technological University**
- Human Resource Planning – **Institute of Public Administration** (Oct 2020)
- Crisis and Disaster Management
- Administrative Supervision
- Warehouse Preparation & Organization



CamScanner