

AHMED SHAKER

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OBJECTIVE

Looking forward to an exclusive opportunity in a challenging environment, which will help me achieve professional excellence in my carrier life.

WORK HISTORY

Sicim Saudi arabia Co. - Procurement & Logistics Officer

Al-Khobar, Saudi Arabia, Saudi Arabia

03/2024 - 06/2025

- Coordinate the transportation of goods from suppliers to warehouses.
- Plan and schedule shipments to ensure timely delivery to the project.
- P.O. processing and issuance of Order Request processing through JDEdwards System.
- Coordinate with carriers, suppliers, and project team to resolve issues and ensure smooth operations.
- Monitor inventory levels regularly.
- Conduct stock checks to optimize inventory and minimize costs while meeting demand.
- Prioritize work orders and organize tasks based on project deadlines.
- Ensure project logistics, organization, and safety by scheduling staff, subcontractors.
- Collaborate with subcontractors to enforce operation related safety protocols.
- Monitor and execute movement/transfer material, equipment, and truck movement in compliance with project requirements.
- Preventive maintenance monitoring of equipment's to ensure seamless project execution.

Constellation trading and contracting - Procurement specialist

Al-Khobar, Saudi Arabia

03/2023 - 03/2024

- Established relationships with vendors for better negotiation opportunities.
- Negotiated with suppliers to secure favourable terms.
- Tracked order acknowledgements, transport charges and other costs as required.
- Reviewed and updated company's vendor database on a regular basis.
- Reviewed proposals and submitted reports to procurement heads for selection.
- Managed tender process, interviewing and comparing bids to maximise contract terms.

SKILLS

- Problem-solving skills
- Creativity
- Leadership Skills
- Teamwork
- Strong communication skills
- Time management
- Good verbal communication skills
- Good written communication skills
- Ability to work under pressure
- Ability to work with different nationalities and cultures
- Analytical skills
- Keen observation on details
- Microsoft Office applications
- Knowledge of national logistics processes
- Knowledge of international logistics processes

QUALIFICATIONS/EDUCATIONAL BACKGROUND

Jadara University

Irbid, Jordan

Bachelor's Degree: Accounting