

# OMAR MOHAMED DIAB

## PURCHASING MANAGER

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### SUMMARY

Experienced Purchasing Manager with over 19 years in procurement, supply chain management, and vendor relations across diverse industries including manufacturing, hospitality, and construction. Skilled in implementing cost-effective strategies, developing procurement processes, and leading cross-functional teams. Adept at leveraging data to optimize purchasing operations while maintaining strong supplier partnerships. Proven ability to manage both local and international purchases with a focus on quality, cost control, and timely delivery.

To leverage my extensive experience in procurement and supply chain management to contribute to a dynamic organization, driving efficiency and growth through innovative purchasing strategies and leadership.

### SKILLS

- ERP & SAP Systems: Skilled in SAP (MM Module), Microsoft Excel, and other ERP systems for optimizing purchasing workflows.
- Data Analysis & Reporting: Experience in analyzing purchasing trends, preparing forecasts, and providing actionable insights to stakeholders.
- Vendor & Supplier Evaluation: Conducted on-site supplier evaluations to assess product quality, pricing, and service levels.
- Procurement & Supply Chain Management: Expert in managing end-to-end procurement processes, inventory control, and vendor management.
- Strategic Sourcing & Negotiation: Strong negotiation skills with a focus on cost reduction, contract management, and supplier relationship building.
- Team Leadership: Proven ability to lead and develop cross-functional teams to achieve procurement objectives.

### WORK EXPERIENCE

|                                                                                                                                                                                                                                                                                                                                                                                                           |                    |
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| <b>Import Purchasing Manager   New Projects, Manufacturing Industry</b>                                                                                                                                                                                                                                                                                                                                   | <b>2019 - 2023</b> |
| <ul style="list-style-type: none"><li>Managed procurement of imported materials for new product models and ensured timely delivery to meet production schedules.</li><li>Negotiated contracts with international suppliers, reducing costs by 10% through strategic vendor selection.</li><li>Oversaw the implementation of an advanced procurement system to streamline purchasing operations.</li></ul> |                    |
| <b>Purchasing Manager (Local &amp; Import Items)   Localization Projects, Manufacturing Industry</b>                                                                                                                                                                                                                                                                                                      | <b>2016 - 2018</b> |
| <ul style="list-style-type: none"><li>Led procurement efforts for both local and imported materials, with a focus on localization projects to reduce dependency on foreign suppliers.</li><li>Worked with cross-functional teams in inventory management, planning, and logistics to ensure smooth production processes.</li></ul>                                                                        |                    |
| <b>Central Procurement Manager   Air Conditioning Factory</b>                                                                                                                                                                                                                                                                                                                                             | <b>2013 - 2015</b> |
| <ul style="list-style-type: none"><li>Directed central procurement for key components, optimizing purchasing for cost-efficiency and supplier reliability.</li><li>Implemented a central procurement system that increased coordination across departments, reducing lead times by 15%.</li></ul>                                                                                                         |                    |
| <b>Purchasing Specialist (Building &amp; Construction)   Construction &amp; Hospitality Industries</b>                                                                                                                                                                                                                                                                                                    | <b>2004 - 2011</b> |
| <ul style="list-style-type: none"><li>Managed procurement of building materials for various projects, including hotels and restaurants.</li><li>Developed supplier relationships and negotiated contracts to secure high-quality materials at competitive prices.</li></ul>                                                                                                                               |                    |

## EDUCATION

### Master of Business Administration (MBA)

- Arab Academy for Science, Technology and Maritime Transport (2013 - 2014)

### Diploma in Supply Chain Management

- Arab Academy for Science, Technology and Maritime Transport (2012 - 2013)

### BA in Commerce (Accounting)

- Benha University (2001 - 2002)

## KEY COURSES & CERTIFICATIONS

- SAP Key User (MM.PS)
- Change Management
- Management Techniques
- Effective Tools for Successful Managers
- Problem Solving & Decision Making
- Team Building
- Time Management
- Communication Skills
- Customer Service
- Awareness Standard Specifications (SU.CH)

## LANGUAGES

- **Arabic** : Native
- **English** : Good