

Sameh Zaidan - Purchasing & Logistics Specialist

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OBJECTIVE

- To leverage my experience in designing, implementing, and managing Management Information Systems to contribute to strategic goals and enhance decision-making through data-driven insights,
- Aiming for a chance to grow and expand through motivation and learning in a creative environment that gives room for inspiration and ground ground-breaking unconventional fresh ideas to develop my career with a solid experience further educate myself to a Experience Certificate reach a top position and my skills and abilities that specifically help you fulfill the responsibilities of the position

WORK EXPERIENCE

Purchasing & Logistics Specialist - Ruhrpumpen

Apr 2017 - Jan 2024 [6 yrs, 9 months]

- Ensure continuous supply of all necessary inventory levels and manage inventory efficiently.
- Manage the purchasing budget in collaboration with the Purchasing and Logistics Manager.
- Request and receive quotes for supplies (eg boxes, resins, skids, office supplies, cores, etc.).
- Approve purchasing invoices.
- Execute and manage the total purchasing cycle from purchase orders to invoicing (except raw materials).
- Effectively communicate supply chain information for Edmonton stakeholders and inform Montreal as needed.
- Negotiate long term supplier agreements and where necessary, review and re-negotiate supply and purchasing agreements with suppliers (except raw materials) in collaboration with the Purchasing and Logistics Manager.
- In collaboration with the Shipping & Receiving Supervisor, manage the transportation process for onsite manufactured products, specifically setting the timetables of all on-site logistics relating to shipping, deliveries, pickups and resolving any issues of missing items, forgotten or late deliveries and other possible issues.
- Maintain and develop vendor relationships, communicate and enforce quality requirements.
- Participate in inventory processes.
- All other duties as required.

Purchasing coordinator - Metra Computer LLC

Feb 2014 - Jan 2018 [3 yrs11 months]

- Researching and identifying prospective suppliers.
- Liaising with internal project teams and maintaining strong supplier relations.
- Evaluating products and suppliers according to key business criteria.
- Preparing proposals, requesting quotes, and negotiating purchase terms and conditions.
- Preparing and issuing purchase orders and agreements.
- Monitoring supplier performance and resolving issues and concerns.
- Inspecting and evaluating the quality of purchased items and resolving shortcomings.
- Analyzing industry and demand trends and supporting senior management with the development and implementation of sourcing strategies.
- Preparing reports and maintaining accurate inventory and procurement records.
- Complying with company policies, procedures, and regulatory standards.

- Handle customers' inquiries concerning services, billing, inquisitions....etc providing accurate and full information according to the contact center guidelines.
- Resolve customers' complaints and problems, within boundaries of authority and distribute issues for further escalation to appropriate persons/teams i.e. team leaders, supervisor or the back office.
- Acquire customer's orders and create opportunities for up-selling and cross selling (where applicable).
- Handle effectively the needs of the customers and enhance standards of quality for the service offered.
- Build a customer relationship/partnership, which add value to the customer, leading to a long term profitable relationship.
- Show a broad knowledge and awareness of products and services and their competitive advantages.
- Follow the appropriate guidelines and procedures for any given situations.
- Meet the due dates in the tasks assigned to him by superiors.
- Escalate customer new inquiries to the concerned person i.e. team leaders, supervisor, assist team or the back office.
- Manage a busy load of major and minor duties on time and with minimal mistakes.
- Help and be of assistant to customers to decide what types of products or services that would best suit their needs.
- Enter coding and tracking information completely and accurately on relevant

EDUCATION

May 2011	Al Alson academy - Bachelor's Degree in Management Information Systems
Aug 2007	Saint Fatima High School - Diploma of Electronics and Compute

CERTIFICATIONS

Jan 2024	Ruhrpumpen - Experience Certificate Purchasing & Logistics Specialist
Mar 2018	Metra Computer LLC - Experience Certificate Purchasing coordinator

PERSONAL SKILLS

✓ Problem Solving Skills	✓ .Communication Skills	✓ Teamwork.	✓ Leadership
✓ Interpersonal skills	✓ Task management	✓ Organization Skills	✓ Respectfulness
✓ Critical Thinking Skills	✓ Adaptability	✓ Responsibility	✓ Stress management
✓ Flexibility	✓ Attention to detail	✓ Creativity	

COMPUTER SKILLS

✓ Word processing	✓ Microsoft Office.	✓ Microsoft Office.
✓ Spreadsheets	✓ G Suite.	✓ G Suite.
✓ Presentations	✓ Email communication.	✓ Email communication.

LANGUAGES

Arabic Mother tongue

English Full professional proficiency