

PROFESSIONAL SUMMARY

Data-driven Procurement Specialist with 7 years of experience in strategic sourcing, supplier negotiations, and purchasing processes. Proven record to manage high-value categories, ensuring quality, compliance, and on-time delivery while driving continuous procurement process improvements. Committed to enhancing supplier relationships and contributing strategic insights to support business growth in dynamic environments.

EXPERIENCE

Deraah Trading

11/2018 – 10/2024
Riyadh, Saudi Arabia

Procurement Specialist

- Managed end-to-end procurement cycle from requisition, RFQ, negotiation, PO issuance, delivery tracking, to payment closure, achieving 100% company policies.
- Negotiated supplier contracts, achieving 15–25% cost savings through strategic sourcing initiatives, competitive bidding and supplier consolidation.
- Conducted market analysis and identified alternative suppliers, expanding the supplier network by 25%.
- Evaluated supplier performance using KPIs and delivery metrics, enhancing supply chain reliability by 30%.
- Maintained strong supplier relationships, ensuring timely deliveries and high-quality standards.
- Collaborated with cross-functional teams to develop and implement a sustainable procurement strategy, increasing team efficiency by 35%.

10/2016 – 10/2018
Riyadh, Saudi Arabia

Procurement Coordinator

- Assisted with financial management of procurement activities, including invoice verification and payment processing.
- Evaluated supplier quotes based on purchasing procedures and competitiveness in quality, price and delivery.
- Implemented compliance with SFDA requirements, EU labeling standards, and import/export trade laws.
- Maintained an accurate database of suppliers and packaging options to streamline the selection process for future products.

EDUCATION

07/2009

Bachelor of Arts in English Language
Zagazig University, Egypt

SKILLS

Supplier Management		Procurement and Purchasing Process	
Strategic Sourcing		Supply Chain Optimization	
ERP Microsoft Dynamics		Microsoft Office Suite	
Analytical & Problem-Solving		Communication and Negotiation	

LANGUAGES

Arabic — Native/Bilingual

English — Fluent