

AHMED ADEL SAAD

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SUMMARY

- As a dedicated and results-driven professional with extensive experience in procurement and accounts management, I am eager to bring my expertise to your esteemed team. My background as a Procurement Supervisor and AP Accountant has equipped me with the skills to optimize processes and drive cost efficiencies. I am passionate about contributing to your organization's success and fostering strong supplier relationships while ensuring compliance and excellence in all procurement activities.

SKILLS

Teamwork



Vendor Management



Budget Management



Communication Skills



Leadership



Contract Negotiation



Supply Chain Optimization



MS – Office : Excel , Word , Outlook



ERP



Procurement Strategy



EXPERIENCE

OCTOBER 2024-CURRENT

Procurement Supervisor | Barq Al Mustaqbal Company | Saudi Arabia , Tabuk

- Led procurement strategies that reduced costs.
- Trained and developed a high-performing procurement team.
- Executed market analysis, identifying new suppliers and opportunities.
- Developed strategic sourcing plans that increased supplier diversity.
- Lead procurement activities for Operations & Maintenance (O&M) projects,

FEBRUARY 2020-JUNE 2023

Senior procurement Officer | New Aqua For Fabrication & Stainless Steel Company | Egypt , Helwan

- Managing Procurement Operations: Execute purchasing activities to fulfill company needs.
- Negotiating with Suppliers: Negotiate favorable prices and terms.
- Supplier Selection: Identify new suppliers and conduct regular evaluations for existing ones.
- Order Follow-Up: Ensure timely delivery of materials that meet required specifications.
- Reporting: Prepare periodic reports on procurement and supplier performance.

AUGUST 2015-OCTOBER 2019

Procurement officer | Al-Barak Industrial and Commercial Group Co | Saudi Arabia , Dammam

- Identifying what goods, services or works are needed by the company.

- Researching and evaluating potential suppliers for quality, reliability, and pricing.
- Negotiating contracts with suppliers to ensure the best deal.
- Preparing and managing purchase orders in accordance with the company's needs and budget.
- Monitoring and tracking orders to ensure timely delivery
- Maintaining and updating supplier information such as qualifications, delivery times, product ranges, etc.

OCTOBER 2011-JULY 2015

AP Accountant , Accounts PayPal's | Al-Barak Industrial and Commercial Group Co | Saudi Arabia , Al Hassa

- Manage accounts payable processes related to procurement activities,
- ensuring accurate and timely payments to suppliers and vendors.
- Reconcile supplier statements and resolve discrepancies to maintain accurate financial records in the procurement cycle.
- Support budgeting and forecasting for procurement expenditures, analyzing financial data to identify cost-saving opportunities.

EDUCATION

2006 - 2010

BA , Accounting Major :

Menoufia University Egypt

- Graduated with a BA in Accounting, achieving a Good GPA

LANGUAGES

English



Arabic



CERTIFICATIONS AND LICENSES

Certified International Procurement Professional , CIPP

International Purchasing and Supply Chain Management Institute - IPSCMI, Delaware , USA

You have been certified as a International Procurement Professional from IPSCMI. You are now entitled to use the designatory letter "CIPP" which takes you into an elite group of International Procurement Professional worldwide

Certified International Procurement Manager , CIPM

International Purchasing and Supply Chain Management Institute - IPSCMI, Delaware , USA

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