

MOHAMED LABEB

Procurement & Supply Chain Specialist - T. Nagadi Preformed Concrete Factory

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Address: Yanbu, Saudi

PROFESSIONAL SUMMARY

Results-driven and analytical Procurement and Supply Chain Specialist with over 15 years of experience in procurement strategy, logistics, raw materials planning, and supplier management across large-scale industrial and construction projects. Proven expertise in cost optimization, ERP implementation, contract negotiation, and cross-functional coordination. Committed to operational excellence, risk mitigation, and driving long-term value across the procurement lifecycle. Fluent in English and Arabic, with strong business ethics and a global mindset.

PROFESSIONAL EXPERIENCE

T. Nagadi Preformed Concrete Factory – Yanbu, Saudi Arabia
Senior Procurement & Supply Chain Specialist / Raw Materials Planner

May 2021 – Present

- Developed procurement strategies aligned with cost-saving and production continuity goals.
- Managed sourcing and contracting for local and international vendors.
- Oversaw material planning and ensured consistent raw material supply to production departments.
- Coordinated warehousing and dispatch functions, optimizing stock levels and on-time deliveries.
- Led cross-functional collaboration between fabrication, batching, and production for seamless operations.
- Implemented procurement policies and documentation standards to prevent disruptions.
- Conducted risk analysis for high-value purchases and implemented mitigation strategies.
- Monitored KPIs, led supplier performance reviews, and ensured alignment with quality benchmarks.

Mutlaq Al-Ghowairi Co. – Riyadh, Saudi Arabia

Senior Procurement, Logistics, Supply Chain & Document Control

Jul 2019 – Apr 2021

- Handled end-to-end procurement for major infrastructure projects.
- Led tendering, supplier onboarding, and contract management efforts.
- Controlled document workflows using Aconex for government and consultant-facing projects.
- Aligned procurement schedules with project timelines, reducing material-related delays.
- Managed overseas logistics, customs documentation, and freight coordination.

Procurement, Purchasing, Logistics & Supply Chain Officer

Apr 2013 – Jun 2019

- Supported high-volume procurement operations and maintained accurate documentation.
- Monitored supply chain performance, reduced lead times, and negotiated favorable pricing.
- Ensured accurate stock records and optimized storage for project-critical materials.

Watheeqa Securities Brokerage – Egypt
Stockbroker / Customer Service Manager / Officer
2006 – 2013

- Managed customer portfolios and conducted market analysis for trading decisions.
- Delivered exceptional customer service and resolved client inquiries efficiently.
- Trained and supervised junior staff on trading procedures and compliance.

Dream Air for Air Condition – Egypt
Accountant (Night Shift)
Nov 2008 – Sept 2010

- Maintained financial records, processed payroll, and prepared financial summaries.
- Monitored accounts receivable/payable and ensured timely reconciliations.

El Mekbaty Export and Import – Egypt
Office Manager Director
Jan 2003 – Mar 2006

- Oversaw administrative, logistic, and documentation activities for exports/imports.
- Managed LCs, invoices, shipping documents, and communication with global partners.

Solo Group – Egypt
Accountant
May 2001 – Dec 2002

- Managed financial transactions and supported internal audit preparation.

EDUCATION

- **Bachelor of Commerce – Accounting**
Mansoura University, Egypt | 2001

TRAININGS & CERTIFICATIONS

- Oracle NetSuite | Admin
- SOCPA | Certificate of Accounting Technician (ID: 63831), Saudi Arabia
- Oracle Aconex | Org Admin & Document Control (AECOM, MGC, 2019)
- Microsoft Power BI – Certificate No. 161760043, M3aarf Platform
- Basics of Entrepreneurship – Certificate No. 161760283, M3aarf Platform
- Business Administration Principles – Certificate No. 1617603079, M3aarf Platform
- Communication Skills – Certificate No. 1617606699, M3aarf Platform
- Global Procurement and Sourcing Specialization – Rutgers University (Feb 2023)
- ECMA – Customers Account & Trading Operations Manager, Egyptian Capital Market Association (2012)
- X-Stream – Auto Trading System, Egyptian Exchange (2012)
- Broker in the Stock Market – Certified (2013)
- Price Action Course – Online (2016)
- Japanese Candlestick Currency Analysis – Online (2017)
- Technical Analysis of Financial Markets – Metastock
- Advanced Comprehensive Accounting Diploma
- Human Development Courses (Customer Service, Time Management, Negotiation, Problem Solving)

CORE COMPETENCIES

- Strategic Sourcing & Procurement
- Supply Chain Management & Optimization
- Raw Materials Forecasting & Inventory Planning
- Logistics & Dispatch Coordination
- Contract Negotiation & Supplier Management
- Tendering & Bidding Processes
- ERP & Systems: Oracle NetSuite, Aconex
- Warehouse & Stock Control
- Budgeting & Cost Control
- Risk Management & Compliance
- Team Collaboration & Stakeholder Communication
- Process Improvement & SOP Development

TECHNICAL SKILLS

- Microsoft Office (Advanced Excel, Word, Outlook, PowerPoint)
- Oracle NetSuite | Aconex | Metastock | Metatrader 4 & 5
- AutoCAD | Primavera P6
- Digital Tools: PDF Editors, Photoshop, Search Engines

PERSONAL SKILLS

- Strong Communication & Presentation
- Time Management & Task Prioritization
- Critical Thinking & Problem Solving
- Leadership & Team Motivation
- Negotiation & Persuasion
- Accuracy & Attention to Detail
- High Integrity & Work Ethics
- Adaptability & Stress Management
- Continuous Learning & Self-Development
- Multicultural Team Collaboration

LANGUAGES

- Arabic: Native
- English: Very Good