

HAZEM KHATTAB

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SUMMARY

Experienced Procurement and Warehousing Manager with over 12 years well-versed in the manufacturing industry. Skilled in Lead and manage direct supplier reviews covering operational performance, cost reduction, risk management and supply chain improvement initiatives, and preparing reporting, managing budgets, demand Planning and Forecasting and Warehouse management with ERP systems like Oracle and SAP Strong leader with a history of managing teams, Intermediate in English.

CORE COMPETENCIES

- Strong negotiation skills to secure favorable terms with suppliers.
- Team Leadership and Staff Development.
- Ability to quickly resolve purchasing issues.
- Process Improvement & Cost Optimization.
- Bilingual Communication (Arabic & English).
- Budgeting, Forecasting, And Data Analyst.
- Ability to prepare reports periodically.
- Inventory management.
- Demand Planning and Forecasting.
- Commitment to quality of goods according to required standards.
- ERP Systems (Oracle, SAP, Microsoft Dynamics 365).
- The flexibility to adapt to changes.

EXPERIENCE

Jan 2023 - Present

Procurement and Warehousing Manager

Al Failaq Company LTD - KSA

- Develop and implement comprehensive procurement strategies that align with operational and strategic objectives.
- Analyze purchasing data and generate reports on key indicators such as cost savings, supplier performance, and purchasing schedules.
- Preparing inventory levels of minimum and maximum levels, and reorder point.
- Supervising the purchasing process from start to finish, from order to delivery.
- Identify and mitigate risks related to supply chain disruptions and supplier performance.
- Compliance with rules, regulations, ISO requirements, and implementation of safety policies.
- Arrange transportation, schedule staff, and coordinate deliveries to meet customer demand without delay.
- Review shipping costs, transportation rates, and/or raw material prices to keep costs low.
- Experience in customs procedures in Saudi Arabia and Basic knowledge of the Fasah platform
- Ability to use the SABER platform to issue certificates of conformity to ensure rapid clearance of international shipments
- Good knowledge of procedures for drafting contracts, business correspondence, and concluding business deals
- Develop a periodic plan at the end of each year and update policies and procedures.
- Building the various structures and models used in the purchasing department
- Manage the warehouse strategically in accordance with company policies and vision.
- Manage inventory control using various data warehousing software.
- Preparing the annual budget and communicating with clients, suppliers and transportation companies.
- Developing warehouse management and building a database of the assets/locations of goods in each warehouse.
- Cooperate with the quality department and follow up on quality related comments.
- Measuring the number of times an inventory is completely sold within a specific period of time.
- Coordinate internally with the transportation department to meet purchase order requirements, ensure optimum utilization of storage space, and manage inventory.

Feb 2016 – Jan 2023

Procurement Manager

Axiom Telecom - KSA

- Ensure that purchase orders and contracts are processed in a timely and accurate manner.
- Manage and direct the purchasing team, including performance evaluation and professional development.
- Monitor purchasing budgets and control costs without compromising quality or delivery.
- Preparing cost analysis reports and submitting them to senior management.
- Achieve cost saving goals through effective purchasing strategies.
- Guarantee an on-time delivery rate of 95% or higher for goods and services.
- Lead and develop appropriate supplier management strategies and activities to ensure that supplier performance meets delivery, quality and cost KPI's requirements.
- Build and develop an annual plan for the requirements of the necessary raw materials.

Nov 2014 – Feb 2016

Procurement Supervisor

Axiom Telecom Company - KSA

- Review and process purchase orders in a timely.
- Evaluate supplier performance based on quality, delivery, and price competitiveness.
- Negotiate contracts with suppliers to secure favorable terms.
- Preparing the required applications based on the specifications and needs of the various departments

Dec 2011 – Nov 2014

Procurement Specialist

Al Nassem Center LTD - KSA

- keeping records of purchases, pricing, and other important data.
- Research and evaluate new suppliers
- Conducting purchases according to departments requirements

EDUCATION

Bachelor of Commerce (Business Administration)

Tanta University, Egypt | Graduated: 2011

TECHNICAL SKILLS

- ERP Systems: Oracle, SAP, Microsoft Dynamics 365
- Advanced Excel: Data Analysis, Pivot Tables
- Purchasing And warehouse Management Software: PACT REVENUE ERP

COMPUTER SKILLS

- PACT REVENUE ERP Software
- Oracle E-Business Suite
- Microsoft Office Suite

PERSONAL SKILLS

- Leadership & Team Development
- Decision-Making & Problem-Solving
- Strong Communication & Interpersonal Skills
- Ability to Work Under Pressure