

EMAD GAB ALLAH

ABD ELATTY ATTA

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Address: Khamis Mushait, Saudi Arabia
Nationality: Egyptian
Date of Birth: 01 May 1990
Marital Status: Married

SUMMARY

Highly experienced Operations and Procurement Specialist with over 10 years of expertise in warehouse management, purchasing, and logistics within the medical and healthcare sector. Skilled in using ERP systems such as SAP, Oracle, and Focus 7, and Dynamics 365 and well-versed in inventory control, vendor negotiations, and compliance with international standards including CAP, JCI, and CBAHI. Proven ability to lead teams, optimize processes, and ensure the efficient flow of supplies across multiple regions. Recognized for strong analytical thinking, problem-solving skills, and a commitment to excellence in operational performance.

EDUCATION

Diploma of Technical Institutes, Tanta University – Egypt | May 2011
• **Specialization:** Tax and Insurance Accounting
• **Grade:** Good (70.20%)

WORK EXPERIENCE

Sales Representative

Al Borg Medical Laboratories – KSA

2023 – 2025

- Promoted and sold medical laboratory services to healthcare providers, clinics, and hospitals.
- Built and maintained strong relationships with clients to achieve sales targets and ensure customer satisfaction.
- Conducted regular visits and presentations to promote new tests and services.
- Prepared and submitted accurate sales reports, forecasts, and market analysis.
- Collaborated with internal teams to ensure timely service delivery and resolve client inquiries.

Purchasing Supervisor & Warehouses Manager

14 March 2014 – 2023

AlBorg Medical Laboratories – Southern Region, KSA

- Managing purchasing activities and overseeing regional warehouse operations.
- Coordinating with vendors and internal departments to ensure timely procurement.
- Monitoring inventory levels and initiating restocking procedures.
- Ensuring compliance with international quality standards (CAP, JCI, CBAHI).
- Leading periodic audits and supervising documentation accuracy.
- Training warehouse staff on ERP systems and safety protocols.

Warehouses Manager (overlapping responsibilities)

17 June 2013 – 20 January 2016

AlBorg Medical Laboratories – Jeddah, KSA

- Overseeing multiple storage units and aligning workflows with organizational policies.
- Implementing stock control systems and minimizing losses.
- Developing strategies for space utilization and material handling.
- Supervising staff and resolving issues related to warehouse efficiency.

Warehouse Supervisor

17 June 2013 – 13 March 2014

AlBorg Medical Laboratories – Jeddah, KSA

- Supervising daily warehouse operations and ensuring order accuracy.
- Managing inbound and outbound logistics for lab supplies.
- Handling documentation and updating inventory systems.
- Coordinating with procurement and logistics teams to fulfill operational needs.

Purchasing Supervisor

11 Months

Mabaret Al Asafra Hospital – Alexandria, Egypt

- Preparing purchase orders and negotiating supplier terms.
- Coordinating with medical departments to meet supply needs.
- Tracking delivery timelines and resolving supply chain issues.
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Maintaining procurement records and cost reports.

Purchasing Supervisor & Reception Officer

October 2012 – 10 June 2013

Elaj Medical Center – Al-Madinah Al-Munawarah, KSA

- Managing medical supply purchases and verifying supplier performance.
- Handling front-desk operations and assisting patients.

Processing orders and monitoring stock availability. Supporting cross

Achievements:

- Contributed to obtaining CAP, JCI, and CBAHI accreditations through efficient procurement and warehouse operations.
- Successfully reduced supply delays by 30% by optimizing vendor coordination and inventory control systems.

CAREER SKILLS

- **Managing Procurement Operations:** Demonstrating strong ability in sourcing, negotiating, and finalizing vendor contracts while ensuring cost efficiency and timely delivery of medical and operational supplies.
- **Overseeing Warehousing and Inventory Control:** Ensuring accurate stock levels, implementing FIFO/LIFO strategies, and reducing losses through structured inventory management systems.
- **Utilizing ERP Systems (SAP, Oracle, Focus 7, Dynamics 365):** Navigating procurement and warehouse modules efficiently to track purchases, update stock records, and generate performance reports.
- **Complying with International Quality Standards:** Maintaining adherence to CAP, JCI, and CBAHI regulations, and supporting facilities through successful quality audits and certifications.
- **Leading Teams and Supervising Operations:** Guiding warehouse and procurement staff, assigning responsibilities, and improving workflows to enhance operational performance.

SKILLS

Personal Skills:

- Working under pressure.
- Leading teams effectively.
- Solving problems efficiently.
- Communicating clearly.
- Managing time effectively.
- Adapting to change.
- Taking initiative.
- Paying attention to detail.

Technical Skills:

- SAP ERP.
- Oracle ERP.
- Focus 7.
- Microsoft Word - Excel.
- Microsoft PowerPoint - Outlook.
- Windows OS.
- Internet browsing.
- Email systems.

CERTIFICATIONS - LICENSES

Participated in achieving laboratory accreditation and international quality certifications including:

- CAP (College of American Pathologists)
- JCI (Joint Commission International)
- CBAHI (Saudi Central Board for Accreditation of Healthcare Institutions)

LANGUAGE

- **Arabic:** Native Speaker.
- **English:** Good.

-functional teams in administrative tasks.