

Mohamed Tawfig

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Professional Summary

Results-driven Senior Procurement Specialist with 9+ years of experience managing global supply chains, vendor relationships, and production planning. Proven ability to coordinate multi-country sourcing and logistics, ensuring synchronized delivery of components and finished products to optimize inventory and reduce costs. Skilled in contract negotiation, quality control, shipment documentation, and compliance. Proficient in ERP systems (Microsoft 365) and reporting, with strong analytical and problem-solving skills.

Key Skills

- Problem Solving
- Vendor & Supplier Management
- Time Management
- Attention to Detail
- Analytical Skills
- Reporting
- KPI Reporting
- Contract Negotiation
- Purchase Order Management
- ERP Systems (Microsoft 365)
- Microsoft Office
- Compliance & Risk Management
- Market Analysis & Supplier Evaluation

Professional Experience

- **Senior Procurement Specialist**

Deraah Trading Company – Riyadh, Saudi Arabia | 2021 – Present

- Managed relationships with 10 international vendors responsible for filling and packaging final products, ensuring timely and compliant shipments to Saudi Arabia (KSA).
- Develop production plans for our products in filling factories based on the expected delivery dates of components, ensuring alignment between supply availability and manufacturing schedules.
- Lead the global components team responsible for sourcing parts from multiple countries and continents. Ensure synchronized shipping and delivery of all components belonging to each product, so they arrive at the factory simultaneously—minimizing storage fees, avoiding frozen stock, and supporting smooth production flow.
- Inspected component quality to ensure compliance with approved samples and specifications.
- Monitored production lines to ensure smooth operations and responded quickly to resolve any issues causing disruptions or downtime.
- Calculated order quantities for each component based on stock analysis when processing repeat orders, ensuring optimal inventory levels.
- Managed the shipping process and prepared all necessary documentation and testing requirements to ensure smooth container clearance.

- Repriced strategic products with multiple factories and developed production plans across different facilities for each repeat order to ensure continuous product availability in the market.
- Sent samples of new products to multiple factories to obtain quotations, selecting the factory based on pricing, production capacity, and existing workload.
- Reviewed and verified supplier invoices, and prepared payment orders to ensure accurate and timely fund transfers.
- Prepared internal quarterly reports for management, detailing production output, received shipments, and key performance indicators (KPIs).
- Prepared quarterly reports for suppliers detailing product components and their expected delivery dates to ensure alignment and timely supply chain management.

- **Payable Accountant & Internal Auditor**

Deraah Trading Company – Riyadh, Saudi Arabia | 2017 – 2020

- Processed and verified vendor invoices, ensuring accurate cost coding and timely payments in line with company policies.
- Reconciled supplier statements and resolved discrepancies to maintain accurate accounts payable records.
- Conducted periodic internal audits to ensure compliance with accounting standards and internal control procedures.
- Reviewed financial documents to identify potential risks, irregularities, and opportunities for process improvement.
- Assisted in preparing monthly and annual financial statements by verifying and adjusting cost and expense entries.
- Coordinated with procurement and finance teams to maintain transparency and compliance in financial operations.

- **Operations & Cost Control Supervisor**

Taled Trading – Khartoum, Sudan | 2015 – 2017

- Monitored product handling, logistics costs, and inventory movements to ensure cost-efficient operations.
- Prepared cost-related documentation for local and international shipments to support accurate financial reporting.
- Conducted market analysis and provided cost insights to assist management in decision-making and pricing strategies.
- Collaborated with logistics and finance teams to improve cost visibility and operational efficiency.

Education

Bachelor's Degree in Accounting and Finance

University of Gezira – Wad Madani, Sudan | 2014