

Salem Ahmed Alhamimi

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Nationality: Yemen

PROFILE

An ambitious person with an interest in work. I have a lot of experience and knowledge regarding purchasing, packaging, and following up design with the marketing team. I care a lot about the development of the company, saving costs and working hard for it. My ambitions are to keep learning and developing both myself and the environment around me.

SKILLS & ABILITIES

- Arabic and English languages
- Problem solving
- Microsoft office
- Oracle e-business suite Management
- Price analysis
- Purchase orders
- Communication
- Purchasing experience
- Persuasion skill
- Cost saving

EXPERIENCE

➤ **Buyer packaging material | Nada | 2021 – present**

Outline:

Purchasing packaging materials and following up on packaging designs and projects with suppliers and the marketing department.

Key Responsibilities:

- **Follow up on Non-Conformance Report** to make sure the quality of our products are always as expected
- **Following the production of all the products** of the company with the pack and packaging suppliers and keeping the records of the weekly plan up to date by attending meetings weekly with the supply chain team.
- **Supplier Search and Selection**, Identify and evaluate suppliers of packaging materials, assessing their reliability, quality standards, and pricing.
- **Negotiate prices and contracts** with suppliers to secure the best terms, discuss payment terms, delivery schedules, and any quantity discounts.
- **Place orders for packaging materials** based on inventory levels and production needs, ensuring timeless delivery of materials to meet production schedules.
- **Quality Assurance**, Coordinate with the Quality Department to take samples of packaging materials upon receipt, inspect them and ensure that they meet the required specifications, while addressing any discrepancies with suppliers regarding quality issues.
- **Cost Management**, Control and monitor packaging material costs to stay within budget, analyzing spending and identifying cost-saving opportunities.
- **Inventory Management**, Coordinate with the Supply Chain Department to maintain optimal inventory levels of packaging materials to avoid shortages or surpluses.

- **Collaboration with other departments**, work closely with marketing, supply chain and logistics teams to understand packaging requirements and collaborate with products development and quality teams to ensure packaging conforms to product specifications.
- **Documentation and Reporting**, maintain records of purchases, contracts and supplier communications while preparing reports on packaging material usage and supplier performance.

Key Achievements:

- **Save costs** by negotiating contracts and prices with existing suppliers and finding competitive suppliers without sacrificing quality.
- **Simplify the purchasing process** and build close relationships with suppliers, which lead to timeless delivery of materials.
- **Monitor suppliers'** performance, which helped in setting performance metrics, maintaining high standards of quality and service, and encouraging them to continuously improve.

➤ **Purchasing officer | Nada | 2016 – 2021**

Outline:

Purchasing of cars, agricultural machinery and their spare parts

Key Responsibilities:

- **Purchasing and renting cars**, agricultural equipment and spare parts, providing fuel for them and concluding contracts.

➤ **Purchaser | Nada | 2008 – 2016**

Outline:

Cash purchases

Key Responsibilities:

- **Purchasing all departments needs** from orders costing less than 3000 riyals, such as agricultural and irrigation materials, spare parts, workshop tools, etc.

➤ **Purchaser | Ajyal Petroleum Services | 2002 – 2008**

Key Responsibilities:

- **Purchase and supply workshops** tools and equipment to contracted companies.

EDUCATION

Midocean University | 2024 - Present

Major: Bachelor of Management

Courses and workshops | Nada Academy

- **Time Management**
- **Enhancing the Productivity and Taking Initiative**
- Course in **Strategic Negotiations**
- Course in **Leading Effective Teams**
- Course in **Problem Solving for Leaders**