

MESHAL ALDWAIREJ

Procurement | Supply Chain Management | Logistics Operations | Shipping Management

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PROFESSIONAL SUMMARY

A dedicated and results-driven professional with experience in procurement, logistics, shipping management, and accounts, adept at overseeing critical material acquisitions and optimizing supply chain operations. Demonstrates expertise in managing shipping, customs, and supplier relationships. Proficient in financial reporting, budget monitoring, and process improvement, with a strong ability to align procurement with organizational objectives.

AREAS OF EXPERTISE

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|---------------------------|------------------------------|--------------------------------|
| • Procurement Management | • Shipping Management | • Accounting Operations |
| • Strategic Planning | • Import & Export Operations | • Financial Reporting |
| • Supply Chain Management | • Custom Clearance | • Customer Services Excellence |
| • Logistics Operations | • Supplier Relationship | • Data Analysis |
| • Team Leadership | • Cost Reduction | • Microsoft Office |

EXPERIENCE

PURCHASE OFFICER

Mar 2023 – Present

Al Ittefaq Steel Products Company, ISPC

- Oversee procurement of critical materials, ensuring timely and cost-effective acquisition to support steel manufacturing operations.
- Manage logistics and shipping activities, including import, export, and customs processes, to maintain an efficient supply chain.
- Implement strategies to optimize procurement processes, reducing costs and improving supplier relationships.
- Maintain accurate records of foreign purchase orders and monitor delivery schedules to ensure on-time arrivals.
- Coordinate with suppliers to schedule shipments and ensure seamless delivery of materials aligned with production needs.
- Request and evaluate freight quotations from forwarders, optimizing cost and shipping efficiency.
- Facilitate communication between suppliers, forwarders, and internal teams to ensure streamlined operations.
- Prepare and manage SABER certificates for incoming shipments to comply with regulatory requirements.
- Oversee customs clearance processes in collaboration with brokers to ensure adherence to all regulations.
- Apply for and manage government exemptions and approvals for imported materials, tracking their validity and compliance.
- Liaise with the Zakat, Tax, and Customs Authority to ensure smooth regulatory interactions and compliance.
- Acted as the Purchase Manager during the manager's absence, ensuring uninterrupted operations and effective team leadership.
- Handle petty cash for shipping operations and review express shipping invoices for accuracy and timely submission.
- Collaborate with internal stakeholders to forecast material needs and align procurement activities with production schedules.
- Managed customs duty exemption reimbursements for imported materials, recovering 40M SAR by navigating regulatory processes and ensuring timely application for refunds.

ACCOUNTANT

Jun 2022 – Mar 2023

EL Seif Operation and Maintenance, ESOM

- Managed accounts payable and receivable, ensuring accurate and timely processing of invoices, payments, and collections.
- Assisted in preparing financial reports, including balance sheets and profit and loss statements, to support decision-making.
- Reconciled bank statements and company accounts to ensure accuracy and resolve discrepancies promptly.
- Supported in monitoring budgets and expenditures, providing financial analysis to support cost control and operational planning.

EDUCATION

BACHELOR DEGREE IN FINANCE

2018 – 2021

American University in the Emirates

EDUCATION

ISO 31000 – Risk Management Mindmerge	Oct 2024
ISO 50001 – Energy Management Al Ittefaq Steel Products Company	Dec 2023
ISO 9001 – Quality Management System Dubai International Academic City	Sep 2023
CISCP – CISCP International Purchasing and Supply Chain Management Institute	Jun 2025

LANGUAGES

English ----- Fluent

Arabic ----- Native