

OSAMA ADEL

PROCUREMENT MANAGER

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Strategic and results-driven Procurement Manager with extensive experience in supplier management, strategic sourcing, contract negotiation, and cost optimization. Proven ability to streamline procurement processes, enhance supplier performance, and establish strong supplier relationships. Skilled in budget control, compliance with SFDA regulations, forecasting, and risk management with strong leadership, analytical, and communication abilities. Adept at leading procurement teams and aligning procurement strategies with organizational goals.

AREA OF EXPERTISE

- Strategic Sourcing & Procurement
- Contract Negotiation
- Supplier Relationship Management
- Cost Optimization & Budgeting
- Risk Management & Compliance (SFDA)
- Team Leadership & Development
- Forecasting & Analysis
- Communication & Decision-Making

PROFESSIONAL EXPERIENCE

- **Ahmed Al Arfaj Trading Co. – Dammam, Saudi Arabia (Oct 2024 – Present)**
 - **Procurement Manager (Confectionery & Foodstuff & Snacks)**
 - Develop and implement procurement strategies to optimize cost savings and supplier performance.
 - Negotiate contracts and manage relationships with key suppliers and vendors.
 - Oversee procurement planning, budgeting, and sourcing activities.
 - Monitor KPIs and compliance with procurement policies and regulations.
 - Achievements:
 - Strengthened vendor performance through effective evaluation and dispute resolution.
 - Ensured timely delivery of goods and services, supporting operational efficiency.
- **Abdullatif Ahmed Al Arfaj & Partner Co. – Al Ahsa, Saudi Arabia (Oct 2016 – Sep 2024)**
 - **Procurement Manager (Confectionery & Foodstuff)**
 - Directed procurement operations, including purchase orders, supplier sourcing, and budget management.
 - Monitored supplier performance and compliance with SFDA regulations.
 - Led a procurement team to ensure strategic sourcing and cost management.
 - Collaborated with internal stakeholders to align procurement with business needs.
 - Achievements:
 - Reduced procurement costs through effective strategic sourcing and negotiation.
 - Improved supplier relationships and streamlined procurement processes.

PROFESSIONAL EXPERIENCE

- **Coral Jubail Hotel – Jubail, Saudi Arabia (Jun 2013 – Jul 2016)**
- **Front Office Supervisor**
- Managed reservations and front office operations to maintain guest satisfaction.
- Trained and supervised front office staff to uphold service standards.
- Ensured compliance with hospitality procedures and safety protocols.
- Oversaw customer service operations for both corporate and individual guests.
- Achievements:
- Increased customer satisfaction ratings by improving service delivery.
- Recognized with multiple performance awards for operational excellence.

- **Marine & Engineering Services Co. (MESCO) – Egypt (Nov 2011 – Apr 2013)**
- **Import Coordinator & Customer Services Supervisor**
- Coordinated shipping operations and import logistics.
- Handled customer inquiries, quotations, and service requests.
- Managed bookings and shipment schedules.
- Ensured compliance with trade documentation and processes.
- Achievements:
- Enhanced import coordination efficiency through improved process workflows.
- Strengthened client satisfaction by delivering reliable shipping services.

- **Globelink Egypt – Egypt (May 2010 – Oct 2011)**
- **Import Coordinator & Customer Services Supervisor**
- Prepared shipping quotations and handled customer service operations.
- Coordinated import shipments and managed logistics processes.
- Achievements:
- Built strong customer relationships through efficient service.
- Contributed to process improvements that reduced shipment delays.

KEY OPERATIONS & KEY ACHIEVEMENTS

- **Strategic Procurement Leadership** – Directed procurement activities across foodstuff, confectionery, and hospitality sectors, ensuring cost-effective sourcing, compliance with SFDA regulations, and alignment with corporate strategies.
- **Supplier Relationship Management** – Built and maintained strong partnerships with local and international suppliers, improving performance, reducing disputes, and ensuring consistent quality and timely delivery.
- **Contract Negotiation & Cost Optimization** – Successfully negotiated long-term contracts, optimized pricing structures, and introduced cost-saving initiatives that improved budget efficiency.
- **Team Leadership & Development** – Led procurement departments and cross-functional teams, mentoring staff, enhancing productivity, and ensuring compliance with organizational objectives.
- **Process Streamlining & Compliance** – Implemented procurement policies, KPI monitoring systems, and reporting tools, achieving greater transparency, operational efficiency, and adherence to regulatory standards.
- **Cross-Industry Expertise** – Gained diverse experience in procurement, logistics, and hospitality operations, enhancing adaptability and business insight.
- **Awards & Recognition** – Earned multiple certificates of appreciation and employee recognition awards for outstanding performance, service delivery, and leadership excellence.

KEY HIGHLIGHTS

- 14+ years of progressive experience across procurement, logistics, and hospitality.
- Expertise in confectionery & foodstuff industry procurement.
- Strong record of reducing costs and optimizing procurement operations.
- Recognized with awards for outstanding performance and leadership.
- **Languages:** Arabic: Native English: Professional
- **Career Goals:**
 - To lead procurement operations in a multinational organization with a focus on cost optimization and strategic sourcing.
 - To apply expertise in supplier relationship management and compliance to enhance organizational efficiency.
 - To drive continuous improvement and value engineering within procurement processes.
 - To mentor and develop high-performing procurement teams.

EDUCATION

- Bachelor of Commerce – Alexandria University, Egypt (2009)
- **Certifications & Training:**
 - Certified in Logistics, Transportation and Distribution (CLTD) – Preparation Course
 - International Marketing and Supply Chain Management
 - Supervising Others & Introduction to Supervision
 - Time Management Mastery
 - Logistics Management Activities
 - Luxury Hospitality Standards
 - Front Office Professional
 - Training & Development for Fire Safety
 - Presentation & Soft Skills

TOOLS & TECHNOLOGIES

- **ERP & Procurement Systems:** SAP MM, Oracle Procurement, Microsoft Dynamics 365
- **Data & Reporting Tools:** Microsoft Excel (Advanced), Power BI, Google Sheets
- **Supply Chain & Logistics:** Warehouse Management Systems (WMS), Transportation Management Systems (TMS)
- **Document & Workflow Management:** MS Office Suite, SharePoint, DocuSign
- **Communication & Collaboration:** Microsoft Teams, Zoom, Outlook, Slack
- **Forecasting & Analytics Tools:** Demand Planning Software, Cost Analysis Models
- **Compliance & Quality Systems:** SFDA Standards, ISO 9001 Procurement Processes