

Ziad TALEB

Procurement & Logistics

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PROFESSIONAL SUMMARY

Results-driven Procurement & Logistics Specialist with 6+ years of experience in optimizing supply chain operations, reducing costs, and ensuring compliance within fast-paced environments. Expertise in end-to-end procurement, vendor management, ERP systems and logistics coordination. Proven track record of delivering 25% cost savings, improving inventory accuracy by 15%, and leading cross-functional teams to achieve operational excellence. Fluent in English and Arabic, with a strong alignment to Saudi Vision 2030 goals in economic diversification and logistics sector development.

WORK EXPERIENCE | CAREER SUMMARY

Procurement & Facility Officer

Handicap International – Humanity & Inclusion, Yemen | Apr 2024 – Dec 2024

- Managed end-to-end procurement processes, ensuring compliance with organizational policies and donor regulations.
- Conducted vendor evaluations and financial analyses, reducing procurement risks and improving supplier performance.
- Collaborated with program teams to align procurement strategies with project goals, achieving timely delivery of critical supplies.

Supply Chain Assistant | Acting Procurement Officer

Save the Children International, Hodeida, Yemen | May 2023 – Apr 2024

- Led local and international procurement activities, including RFQ processes, vendor selection, and customs clearance.
- Implemented an efficient archiving system for procurement documentation, ensuring audit readiness and compliance.
- Utilized SAP Ariba ProSave to streamline procurement requests and maintain updated pricing databases.

Roving Logistics Officer

Oxfam GB, Sana'a, Yemen | Jan 2022 – Jan 2023

- Reduced transportation costs by 25% through strategic vendor negotiations and process improvements.
- Developed procurement SOPs and risk management matrices, enhancing operational efficiency and compliance.
- Managed tender processes (RFQs, RFPs, ITBs) and maintained comprehensive procurement reports for audits.

Logistics Supervisor - LOG BASE

Doctors Without Borders (MSF-OCP), Aden, Yemen | Nov 2021 – Jan 2022

- Supervised fleet management and warehouse operations, reducing asset disposal by 20% through improved maintenance protocols.
- Led a team of 95+ staff, ensuring adherence to safety and security standards in high-risk environments.

Logistics Assistant

Family Health International (FHI 360), Taiz, Yemen | Dec 2020 – Nov 2021

- Conducted market surveys and vendor pre-qualification, updating supplier databases and tender documents.
- Optimized vehicle allocation across field offices, ensuring compliance with contractual and safety standards.

Warehouse Storekeeper

Islamic Relief Yemen, Dhamar, Yemen | Sep 2018 – Nov 2020

- Improved inventory accuracy by **15%** by implementing efficient warehouse management practices.
- Managed asset tracking and disposal processes, ensuring full compliance with organizational policies.

EDUCATION

- **Bachelor of Languages English Language & Literature**, Sana'a University, Yemen – GPA: 3.7/4 -2015-2019.
- **Diploma in English Language**, AMIDEAST Institution, Yemen -2012-2014.
- **Diploma in Business and Marketing Strategies**, Coursera - 2016-2018.
- **Supply Chain & Logistics Diploma**, Logistics Learning Alliance, 2025.

SKILLS AND KEY COMPETENCIES

- **Procurement & Sourcing:** Vendor Management, Contract Negotiation, RFQ/RFP Processes, Cost Reduction
- **Logistics & Warehousing:** Inventory Control, Fleet Management, Customs Clearance, ERP Systems (SAP Ariba, Helios, ProSave)
- **Compliance & Reporting:** Donor Regulations, Audit Preparedness, SOP Development
- **Tools:** MS Office (Advanced Excel, PowerPoint), SPSS, Google Suite
- **Languages:** Arabic (Native), English (Fluent)
- **Soft Skills:** Leadership, Cross-functional Collaboration, Problem-Solving, Adaptability.

TRAINING COURSES

- **Micro Master Program in Supply Chain Management**, MIT Malaysia Institute for Supply Chain Innovation.
- **Medical Logistics in Pandemics MLP**, HELP LOGISTICS - 2021-2022
- **Information Security Awareness & Code of Conduct**, Oxfam - 2022
- **Security Training for Field Logisticians**, MSF-OCP - 2021
- **Procurement and Logistics Management**, DisasterReady platform -2020
- **Logistics Cluster Orientation**, World Food Programme WFP - 2019
- **Basic Security in the Field II BSAFE**, United Nations Department of Safety and Security - UNDSS - 2019

KEY ACHIEVEMENTS

- Achieved **25% cost savings** in transportation and benefits administration through strategic vendor negotiations.
- Improved inventory accuracy by **15%** by implementing efficient warehouse management systems.
- Reduced asset disposal by **20%** through enhanced monitoring and maintenance protocols.
- Ensured **100% compliance** with donor regulations and organizational policies across all procurement activities.

REFERENCES

Available upon request.