

Mohammed Suliman

Purchasing & Logistics Specialist

Riyadh, Saudi Arabia
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Nationality: Sudanese

Experienced Purchasing & Logistics Specialist with a proven track record of optimizing operations and reducing costs. Deep understanding of the Chinese market, including supplier identification and evaluation, with conversational Chinese skills, facilitating strong relationships and negotiations. Expertise in international logistics and strategic sourcing. Seeking a challenging role to utilize my skills and experience.

WORK EXPERIENCE

Lazurde Company For Jewellery • Riyadh, Saudi Arabia •
07/2022 - Present

Purchasing & Logistics Specialist • Full-time

L'AZURDE

- Ensure that all purchases, requisitions, etc. have proper approvals and all orders are placed and received in accordance with Lazurde policies and procedures
- Contribute actively to Business Purchasing Plan by developing and implementing savings opportunities
- Analyzed spend data and market trends to identify cost savings opportunities
- Introduced new suppliers offering cost optimization (average cost savings of 5%) and improved quality, resulting in enhanced overall value for the company.
- Improved supplier relations by ensuring timely payment to suppliers, resulting in increase in on-time deliveries and a stronger partnership with key suppliers.
- Successfully monitored and managed the import of high-value commodities, including gold jewelry, fine gold, and diamonds
- Imported & exported high-value goods worth SAR 500,000,000
- Following up with freight forwarder for air, sea and land shipment transportation.
- Reduced shipping costs by 20% by negotiating with freight forwarder to fix shipping rates Quarterly

SKILLS

- Analytical Skills
- Chinese Language
- Inventory Management
- Logistics Management
- Microsoft BI
- MS OFFICE
- Problem Solving
- Procurement
- Sourcing
- Supply Chain Management
- Vendor Negotiation

language

- Arabic - Mother Tongue
- Chinese - Intermediate
- English - Fluent

EDUCATION

**Bachelor Degree in
International Trade &
Economics**

South China Normal University
Guangzhou, China
09/2016 - 06/2020

United Homeware Company (NICE) • Khobar, Saudi Arabia •
01/2021 - 07/2022

Import Specialist • Full-time



- Handled 530 international shipments/year with more than 6000 TEU/year with co-ordination between suppliers, buyers and freight forwarders.
- Review and approve shipping docs, packing, and shipping marks with vendors before shipping in accordance with company standards, customs requirements and L/C conditions.
- Conducting daily cost analysis to make sure overall cost are minimized.
- Responsible for reviewing and approving new and replenishment orders requisition from buyers while making sure new orders don't cross budget and inventory levels.
- Analyzing internal situation and anticipating problems in delays.
- Monitoring the L/C condition and discrepancies with banks.
- Managing all SASO related tasks as well as communicating with conformity bodies for issuing PCOC, SCOC, IECEE and GCC certificates.
- Evaluating Freight forwarders, Brokers and 3PL to make sure they are meeting our business expectations.
- Analyzing and controlling OTB and current inventory for maximum profit.
- Assisting commercial department in translation from Chinese to English and sourcing of new supplier from Mainland China.
- Spearheaded the delivery of seasonal promotion shipments, achieving a 100% on-time delivery rate and setting a new benchmark for purchasing & logistics performance

Ahmed A. Abed Trading Company (Bakemat) •
Riyadh, Saudi Arabia • 10/2020 - 12/2020

Import Specialist and Sourcing Assistant • Full-time



- Creation of Purchase Order using SAP management system.
- Provide delivery status and shipping information on the SAP system.
- Sending RFQ to Freight forwarder for space and equipment booking.
- Receiving shipping docs, HBL and MBL from Banks or Suppliers and submitting them to Custom Broker.
- Sourcing of new suppliers and submitting Quotations to Category Manager.
- Streamlined the import process for high-value commodities, ensuring compliance and timely delivery, which strengthened partnerships with key suppliers.
- Successfully reduced product costs by 5% by identifying and partnering with alternative suppliers in China, offering better pricing and quality standards.

Super Auto Trading Company • Guangzhou, China •
06/2015 - 10/2019

Import/Export Coordinator (Part Time)

- Sourcing of products and suppliers in the Chinese market.

- Sending booking request to freight forwarder.
- Visited more than 200 Factory for initial and final inspection.
- Preparing shipments docs such as C/I, P/L and C/O.
- Negotiated with Suppliers to gain yearly rebate for replenishment orders.

CHINA NATIONAL HEAVY DUTY TRUCK GROUP
JINANSPECIAL AUTOMOBILE CO., LTD (SinoTruk) ·
 Jinan, China · 06/2019 - 08/2019

Export Assistant (Internship)



- Issuing Commercial Export Documentation using the computerized system.
- Streamlined communication processes with MENA customers, resulting in improved response times and strengthened partnerships.
- Implemented a proactive approach to manage freight forwarder queries, resulting in stronger partnerships and smoother logistics operations.
- Fostered strong relationships with freight forwarders, enhancing communication and resulting in improved shipment tracking and delivery timelines.