

# ***CURRICULUM VITAE***

## **PERSONAL INFORMATION:**

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**Date of Birth** : 03/02/1985  
**Marital Status** : Married  
**Military Status** : Exemption  
**Driving License** : Egypt, Saudi Arabia, European Union



## **Professional Summary:**

Supply Chain Manager with over 17 years of experience helping companies make impactful improvements in procurement, inventory management, logistics, supply chain planning solutions, cost savings, continuous improvement process and performance development by defining KPIs.

## **Current Job:**

- **Supply Chain Manager** at Leha Group.  
**Riyadh, Saudi Arabia.** (Aug. 2024 - Current).

## **Responsible for:**

- Manage the entire process in the planning of procurement and supply chain activities, inventory control, logistics and distribution, ensuring effectively functioning processes to avoid costly delays and lost opportunities.
- Implement strategic procurement including sourcing strategy, supplier selection and evaluation, quality management, customer relationship management and performance measurement.
- Shape and manage the execution of the strategic objectives for the procurement and supply chain management function in line with the company Strategic Plan.
- Optimizing logistics processes, contributing to reduced delivery times, and streamlining warehousing operations to reduce inventory holding costs and improve turnover rates.
- Develop and implement logistics strategies, policies, and procedures to optimize the supply chain processes.
- Monitor and control procurement budgets, ensuring compliance with financial targets.
- Utilize data and analytics to drive decision-making and strategic planning.
- Monitor and track inventory levels to prevent stockouts and overstock situations.
- Organize the transportation of products from suppliers to storage or distribution sites.

- Develop and implement strategies to improve transport efficiency and reduce associated costs.
- Manage and organize storage operations to ensure the availability of materials and products safely and securely.
- Develop and implement inventory management strategies to reduce damages and non-moving items to maintain a healthy inventory.
- Manage inventory levels and ensure optimal stock levels.
- Manage the receipt, storage, and handling of raw materials and products efficiently, preventing spoilage.
- Manage logistics operations, including customs clearance, tracking, and distribution.
- Develop and maintain relationships with key suppliers.
- Hires, evaluates, and supervises employees. Prioritizes and assigns work and maintains professional development program for department staff, fostering a culture of continuous improvement.
- Improve processes, identify gaps, and implement continuous improvements.

### **Previous Experiences:**

- **Supply Chain Manager** at AMA International Group (*Catering & Food Service*). **Giza, Egypt.** (July 2018 – July 2024).

### **Responsible for:**

- Formulates supply chain strategies to optimize costs & processes, Improve and implement new processes to achieve KPIs.
- Analyzes current inventories to increase efficiency of supply chain and profitability.
- Participates as an advisory member of the product development team, providing information and guidance on availability and cost of supplies and materials.
- Optimize warehouse functions and monitor logistics to make sure they run smoothly.
- Improving the material planning accuracy avoiding any out of stock of raw materials / Packaging materials to ensure running production operations.
- Makes recommendations for warehouse to ensure efficient loading, unloading, movement, and storage of materials.
- Monitoring, reviewing, analyzing bids and quotes with suppliers, including the negotiation of service agreements and contracts.
- Negotiate and sign purchasing agreements with suppliers, follow up with purchasing team to finalize purchase orders and ensure on time deliveries.
- Identifies optimal shipment and deliveries routes.
- Managing logistics tasks and documentation cycle between the company and customers.
- Work with finance, sales, and manufacturing team to determine best vendors and distributors.
- Collaborate with Sales, Operations, and Customer Service teams to resolve the related issues.

➤ **Supply Chain Manager** at FAWAZ Refrigeration & Air-Conditioning Cont.  
**Jeddah, KSA** (Dec. 2015 – May 2018).

**Responsible for:**

- Develops policies to increase efficiency throughout the supply chain while ensuring quality and safety to implement subsequent changes to processes.
- Follow up the day-to-day operations of supply chain functions providing guidance in the related areas, encouraging teamwork and facilitating.
- Planning procurement schedules in advance in preparation for busy seasonal periods.
- Monitoring the performance of suppliers, assessing their ability to meet quality and delivery requirements, identifies and qualifies new suppliers in collaboration with other departments.
- Interview vendors and visit supplier's plants and distribution centers to examine and learn about products, services, and prices.
- Sourcing new suppliers and making trailer orders to ensure having a backup plan for the critical supplies.
- Oversee the procurement, shipping, logistics, receiving and material handling of the company.
- Monitoring and follow up all shipment clearance process & make sure all shipments legal documents received & handed over to our clearing agent and will be released and received at warehouse on proper time.
- Negotiate both short and long-term purchasing agreements with suppliers.
- Develop strategies, resolve problems and escalations concerning transportation, logistics systems, imports, exports and customer's issues.
- Work with transportation providers to ensure best cost, flows & goods insurance.
- Organize, coordinates, and manages all logistics involved in the customer's orders distribution process.
- Ensure materials are delivered to customers in a timely manner as per customer's criteria.
- Manage damage and loss claims with courier over short and damaged shipment issues.
- Resolve the related issues that comes up (delays, missing items, accidents, etc.).
- Manages and reviews documents for the procurement of all supplies, equipment and services and ensures compliance the company procurement policy.
- Optimize warehouse functions and monitor logistics to make sure they run smoothly.
- Build and maintain a good working relationship with key account customers.
- Ensure compliance with local regulations and customs requirements for import/export activities.
- Develop and implement supply and logistics strategies and plans that align with the company's objectives.
- Analyze data and statistics to determine future material and resource needs.
- Create detailed plans to meet market demands in current and new areas.
- Selection, development and assessment of staff.

- **Non-commercial Purchasing Manager at RANEEN (Retail company).**  
Giza, Egypt. (Oct. 2014 till Nov. 2015).

**Responsible for:**

- Develop, lead and execute purchasing strategies & procedures.
- Maintaining both short and long-term purchasing agreements with suppliers.
- Negotiating and agreeing long term contracts and monitoring their progress by checking the quality of service provided.
- Review, evaluate, and approve purchasing orders for issuing.
- Follow up with the clearance agents to release our shipments from customs.
- Supervision of preparing payment request for custom duties and taxes attaching copy of the invoice and B/L.
- Supervision of payment request and invoices for suppliers and clearance agent fees.
- Represent company in negotiating contracts, formulating policies and close deals with optimal terms with suppliers.
- Ensure that all transactions are kept current, recorded accurately, and processed efficiently.
- Authorization of new vendors.

- **Non-commercial Purchasing Section Head at Ragab Sons for trading (Awlad Ragab hypermarkets - FMCG),** Cairo, Egypt. (July.2013 till September 2014).

**Responsible for:**

- Supervision and monitoring all purchasing team activities to achieve a balance between the technical and the economic aspect, within quality standards & identify new suppliers.
- Negotiate commercial terms with suppliers, lead time, execute Purchase Orders and follow up.
- Performing detailed comparison studies on the commercial and technical aspects of materials & equipment.
- Studying the supply chain plans to secure the materials in order to fulfill with the sales processes.
- Plan workload and coordinate amongst the team members to meet deadlines.
- Handle priorities as per department's requirements.
- Handle & follows up all Shipments procedures and documents (invoice – Packing list – all regulation certifications) for the imported materials & tools until receiving it in warehouse.
- Monitor & tracking stock according to the requirement for regular items.
- Evaluate and determine supplier's competence, capacity & performance.
- Sourcing new suppliers.

- **Foreign Purchasing Specialist** at Arab Aluminum S.A.E (Member of **Al-Kharafi Group**) Cairo, Egypt. (Sep.2012 - June 2013).

**Responsible for:**

- Making inquiries, comparisons, negotiations and purchase orders.
- Coordinate with the stores on deliveries & ensure that all items are delivered on time.
- Checking all delivery notes & invoices against shipment to ensure quantity, quality, weights, terms, prices and purchase specifications are as ordered according to purchase order & manage approval's process.
- Monitor Raw Material's (*London Metal Exchange*) & Notify Purchasing Manager for any changes in market prices.
- Negotiate with suppliers to get competitive prices & to reach better payment terms.
- Import raw materials, Complete the LC / CAD forms, arrange insurance, follow up the shipping agencies, deliveries & custom clearance process.
- Maintain records of materials ordered and received.

- **Purchasing Specialist** at CATALYST VIVA DAS G.C L.L.C. **Abu Dhabi, UAE** (Jan. 2011– July 2012).  
(Project: **City Seasons Park Hotel, ABU DHABI**)

**Responsible for:**

- Making inquiries, comparisons, negotiations and purchase orders.
- The inventory & Stock Report for store.
- Checking all delivery notes & invoices against shipment to ensure quantity, quality, weights, terms, prices and purchase specifications are as ordered according to purchase order.
- Maintains updated records of purchase orders, follows up deliveries and processing of all related documents.
- Prepares payment request to finance department attaching original invoice, delivery notes, copy of PO and PR.
- Petty Cash.

- **Purchasing Specialist** at International Engineering For Supplies and Contracting in **New Giza City Project** (Project Management: **DEGLA CFM**) June 2009 – Dec. 2010 (Cairo, Egypt).

**Responsible for:**

- Making inquiries, comparisons, negotiations and purchase orders.
- Follow up with Finance Department the due payment schedules to suppliers.
- The Inventory & Material Receipt Report.
- Recording and archiving all purchasing documents.
- Analyze price proposals and Tech. information to determine reasonable prices.
- Negotiates for best purchasing package (in terms of quality, price, delivery terms and service) with suppliers, sub-contractors and service providers.
- Petty Cash.

- **Purchasing Coordinator** at (Synchro Electromechanical Contracting – member Of **Buhaleeba Holding Group**) **Dubai, UAE** June 2008 – April 2009

**Responsible for:**

- Making inquiries, comparisons, negotiations and purchase orders.
- Follow up purchase orders, deliveries & returns with Suppliers.
- Search the market to ascertain the best products and suppliers in terms of best value, delivery schedules and quality.
- Negotiating, monitoring, and evaluating relationships and contracts with suppliers in order to ensure a reliable supply that meets standards of quality, timelines and cost.
- Coordinate with the stores on deliveries and returns.
- Checking all delivery notes & invoices according to purchase order.
- Ensure that the vendors dues are paid in timely manner in order to maintain and enhance the given credit facility.
- Entering and coding data for ERP system.

- **Purchasing Specialist** at (Taisier-Med. for Surgical Sutures) Dec. 2006 – May 2008 (Cairo, Egypt)

**Responsible for:**

- Maintains updated records of purchase orders & P.R.
- Making inquiries.
- Making purchase order.
- The inventory for the raw material and the final product stores.

**Educational Qualification:**

- ✚ AL-Alson Higher Institute, graduation May 2006.
- ✚ Bachelor Degree in Business Administration Major, Management Information Systems.

**Professional Qualification:**

- **Microsoft Certified System Administrator (MCSA) Course with titles:**
  - Course 2274: Managing a Microsoft Windows Sever 2003 Environment.
  - Course 2275: Maintaining a Microsoft Windows Serer 2003 Environment.
  - Course 2276: Implementing Managing and Maintaining a Microsoft Windows Sever 2003 Network Infrastructure Network Hosts.
  - Course 2277: Implementing Managing and Maintaining a Microsoft Windows Server 2003 Network Infrastructure Network Services.
  - Course 2285: Installing Configuring and Administering Microsoft Windows XP Professional.
  - Implementing and Managing Microsoft Exchange Server 2003.
- **Microsoft Certified Professional ( ID 3811988):**  
(70-290) Managing and maintaining Microsoft Windows Server 2003 Environment.

## **Skills:**

### ▪ **Computer Skills:**

- MS Office (Word - Excel).
- Internet using (Searching & Browsing).
- Familiar with most of Microsoft applications.
- Administering Networks.

### ▪ **Languages:**

- Arabic: Mother tongue.
- English: Speaking (V. good), writing (V. good), Reading (V. good).

### ▪ **Personal Skills:**

- Strong leadership skills with the ability to motivate and develop teams.
- Strategic planning and thinking, systems analysis and evaluation.
- Analytical mindset with the ability to interpret data and make data-driven decisions.
- Strong planning skills and project management expertise.
- Ability to work in a fast-paced and dynamic environment.
- Strong procurement skills to deal with vendors, negotiation & reducing cost.
- Strong leadership skills and the ability to direct others according to company standards.
- Excellent time management skills and the ability to work under pressure while maintaining accuracy.
- Relationship management skills and active listening.
- Complex problem-solving skills.
- Ability to manage duties of a highly responsible and confidential nature.
- Ability to work in team & with multinational workgroup.
- Excellent time management skills and the ability to work under pressure while maintaining accuracy.
- Good communication Skills.
- Active, dependable & Attention to details.
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### ***References***

*Available upon request*