

Omar Ibrahim Salem

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PROCUREMENT MANAGER

Responsible for oversight of all aspects of getting the services, products and materials my company needs. Highly organized and experienced Procurement Manager well versed in conducting inventory tracking and management, financial analysis and budget development. I have a proven ability to lead as I ensure all staff members are following the company policies and procedures in procuring all needed items.

PROFESSIONAL EXPERIENCE POWER GRID COMPANY

- **PROCUREMENT MANAGER (SEPT 2019 – PRESENT)**
- Handling the procurement & logistics activities for the department in Kuwait – oman & Spain
- Liaise with the supplier /internal dept. to solve issues -complications. Establish letter of credit and negotiation with our bank account for terms and conditions. Negotiating with the transporters – shippers – consignees to insure seamless cost-effective movement – health insurance – ticket & equipment.
- Submit purchase order status on a weekly basis.

AI-AMER ELECTRICAL CO.LTD.P, Kuwait City, Kuwait **PROCUREMENT MANAGER (July 2013– AUGUST 2018)**

- Discover profitable suppliers and initiate business and organization partnerships.
- Negotiate with external vendors to secure advantageous terms
- Approve the ordering of necessary goods and services
- Finalize purchase details of orders and deliveries
- Examine and test existing contracts
- Track and report key functional metrics to reduce expenses and improve effectiveness
- Collaborate with key persons to ensure clarity of the specifications and expectations of the company
- Foresee alterations in the comparative negotiating ability of suppliers and clients
- Expect unfavorable events through analysis of data and prepare control strategies
- Perform risk management for supply contracts and agreements
- Control spend and build a culture of long-term saving on procurement costs
- Act as a point of contact between the company and suppliers
- Identify potential suppliers based on project requirements
- Negotiate contracts, terms and deadlines with vendors and suppliers
- Monitor and update relevant departments regarding price fluctuations of goods pricing
- Manage an efficient flow of goods to ensure optimum product
- Process purchase orders to acquire goods
- Work closely with the legal department to ensure contract terms are favorable to the company
- Attend meetings with the legal team, engineering team, vendors and supplier. Notable accomplishments:
- Successfully negotiated cost-effective contracts with vendors that reduced annual costs by 30%.

ARABIAN GULF INDUSTRIAL ENGINEERING, Sabhan, Kuwait
PROCUREMENT MANAGER (June 2008 – June 2013)

- Manage overall direction, coordination, and evaluation of procurement for the facility.
- Implement procurement strategies to maintain security of supply and optimum value for money.
- Perform all procurement and contracting activities including pre-qualification, tender management, negotiation and preparation of contracts.
- Set policy and guidelines for delivering commercial and costeffective procuring process for the business.
- Develop key relationships with business stakeholders and strategic supply partners to improve business.
- Implement change and develop new processes to better procure goods and services.
- Negotiate contracts with suppliers to obtain best price and service.
- Identify cost reduction opportunities to achieve financial goals.
- Analyze market and delivery trends so as to develop procurement technologies and processes that support those trends.
- Identify areas for improvement to continually drive performance and business results.
- Conduct business review meetings with key stakeholders to assess risk, review future strategies, and identify potential cost down and improvement opportunities.
- Review current processes for procurement and make recommendations where appropriate.
- Provide periodic reporting for management on purchasing controls and processes.
- Teach and educate managers and associates about the procurement process control.
- Interview, hire and train personnel for procurement related activities. Notable Accomplishments:
- Allocated and utilized resources to produce optimal outcomes.
- Shared and maintained a trusting relationship with suppliers, staff, and collaborators.

CONSOLIDATED CONTRACTORS COMPANY, Al-Ahmadi, Kuwait
PROCUREMENT MANAGER (July 2007-May 2008)

- Set, track, and maintain budget.
- Devise and utilize fruitful sourcing strategies.
- Research skills to discover profitable suppliers; work with vendors to secure advantageous terms
- Initiate business and cultivate partnerships
- Oversee supply needs; approve the ordering of necessary goods and services
- Manage workflow from initiation to completion (of both purchased orders and deliveries)
- Thoroughly examine and test existing contracts
- Accurately track and report key functional metrics
- Collaborate with key persons to ensure clear communication of the specifications and expectations of the company
- Foresee trends and predict alterations in the negotiating ability of suppliers and clients
- Anticipating unfavorable events through data analysis; prepare control strategies
- Prepare risk management for supply contracts and agreements Notable Accomplishments:
- Ensured that proper procedure was followed to prevent any delay.

INSTRUMENT INSTALLATION AND MAINTENANCE COMPANY (IMCO), Al-Ahmadi, Kuwait
PROCUREMENT MANAGER FOR ELECTRICAL AND INSTRUMENTATION (June 2002-June 2007).

- Liaises with key company employees to determine their product and service needs
- Monitors business trends and product availability to pay the best price for company goods and services without sacrificing quality or delivery times
- Nurtures relationships with suppliers to negotiate the best prices for company
- Identifies and researches potential new suppliers
- Researches new products and services to meet company's goals
- Assesses total costs of company purchases
- Develops and implements strategies for procuring, storing, and distributing goods or services and maintaining stock levels
- Oversees a team of purchasing agents (in large companies)
- Reports to the chief procurement officer

~ Additional experience includes roles as Procurement Executive for al-bareja international group co. (Al-Ahmadi, Kuwait), , Kuwait), Switchgear Plant Manager for KCCEC (Kuwait City, Kuwait), Electro-Mechanical Engineer Project for Al-Hani Construction Trading (Hawalli, Kuwait)

EDUCATION & CREDENTIALS

MANUEL L. QUEZON UNIVERSITY, Manila, Philippines
Electrical Engineering B.S.
November 1988

Skills

Proficient in Microsoft Office Suite

Proficient in International Organization for Standardization (9001,14001, and 18001)

Proficient in Arabic, English, and Tagalog

Certificate

BVQI Certificate of Achievement for the Internal Auditor Training Course

International Who's Who of Professionals

Certification of Recognition for Safety Awareness

Projacs Certificate of Completion for Construction Site Management and Supervision