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UAE

SKILLS

- Procurement Strategies.
- Supply Chain.
- Contracts Management.
- Logistics Services.
- Stakeholders Management.
- Negotiation Skills.
- Suppliers Relationships.
- Financial Analyses.
- Communication Management.
- Cost Estimation.
- Inventory Management.
- New Vendor Setup
- Supplier Liaison
- Supplier Management
- Price Negotiation

ADDITIONAL INFORMATION

DOB: 02/09/1990.

AHMED SALAMA

SUMMARY

Methodical Senior Purchasing Manager with background overseeing purchase of goods and services on behalf of organization. Seasoned expert at bid process guidance and contract administration. Talented leader when following and enforcing purchasing rules, procedures and associated regulations. Results-driven procurement professional with expertise in identifying cost-savings opportunities, managing vendors and negotiating contracts. Proven track record of successful cost optimization and supplier performance management.

EXPERIENCE

August 2022 – July 2024

Procurement Manager, Contracts Manager - Rawabina Restaurant & Café – Dubai.

- Led procurement strategy resulting in a 10% decrease in procurement costs
- Developing and implementing purchasing strategies that are innovative, cost-efficient
- Managing daily purchasing activities, supervising staff, and allocating tasks
- Evaluating the performance of suppliers and negotiation contracts, prices, timelines
- Maintaining supplier's relationships (SRM)
- Coordinating with both internal and external customers to ensure appropriate product selection
- Collaborated with internal and external stakeholders to ensure procurement goals were met
- Compare proposals for price and specifications
- Overseeing process improvement initiatives to drive business for success
- Spearheading comprehensive procurement activities to build procurement organizational capabilities and improve procurement efficiency
- Preparing plans for the purchase of equipment, services and supplies
- An inventory management strategy has put in place to reduce expiration risks
- Forecasting products needs through close communication with cross-functional departmental managers
- Interviewing, hiring and training new employees to peak performance levels
- Manage and integrate day to day business processes, such as accounting, procurement, FP&A, project management, supply chain

operations and inventory management in cooperation with all managements through ERP

- Optimize SCM performance through achieving these objectives - the right product for the right customer at the right time in the right place in the right conditions with the right quality and the right cost
- Negotiated contracts with suppliers to obtain favorable terms and pricing.
- Resolved invoice and payment issues to facilitate prompt payment to suppliers.

September 2020 - August 2022

Purchasing Manager, Cost Controller - Black Spoon Hospitality Group, Allo Beirut Restaurants – Dubai.

- Implemented new procurement processes resulting in a 15% increase in efficiency
- Managed procurement of goods and services for multiple branches simultaneously
- Developed and maintained relationships with key suppliers and negotiated favorable terms
- Executing purchasing strategies, tracking metrics to minimize expenses, negotiating deals and managing vendors
- Comparing and evaluating offers from suppliers
- Reviews and processes purchase orders
- Maintains records of goods ordered and received
- Resources Planning (RP), Rough Cut Capacity Planning (RCCP), Capacity Requirements Planning (CRP), Materials Requirements Planning (MRP), Master Production Scheduling (MPS)
- Achieving a balance between effectiveness and efficiency to ensure customers satisfied with the lowest costs
- Contracts management and supplier relationships management (SRM)
- Direct procurement, indirect procurement and services procurement
- Inventory Management to ensure optimal stock level and reduce expiration risks
- Track orders and ensure timely delivery
- Review quality of purchased products
- Enter both purchase invoices, wastage report, production reports, daily staff meals report on SCM system
- Prepare reports on purchases including cost analyses.
- Purchased new products and oversaw inventory stocking and availability.
- Sourced vendors, built relationships, and negotiated prices.

October 2019 - June 2020

Procurement Executive, Cost Controller - AL Awas Butchery & Grill – Dubai.

- Managed procurement for a portfolio of projects resulting in a 20% decrease in costs
- Develop and monitor a company's supply chain strategy
- Resources planning, suppliers negotiating, payment terms, delivery timelines
- Planning, Production and inventory control
- Warehousing process optimization

- Logistics services, cost and schedule control
- Collaborate with sales, operations and customer service teams
- Determine key supply chain KPIs
- Input, analyzed and reported on data covering all aspects of procurement operations.
- Built relationships with vendors to negotiate ideal terms for purchases.

October 2017 - October 2019

Procurement Manager, Cost Controller - Nizar Restaurant & Café – Dubai.

- Negotiated contracts with suppliers to obtain favorable terms and pricing.
- Resolved invoice and payment issues to facilitate prompt payment to suppliers.
- Work in conjunction with all department heads to ensure maximum profitability.
- Provide critical assessment of all budgets and cost projections.
- Assess all incoming products, resources, and services to ensure the best price.
- Maintain vendor and service provider relationships.
- Remain acutely aware of market trends that could impact resource costs.
- Keep up to date on new vendors and possible cost-cutting partnerships.
- Analyze invoices to ensure correct products/services were received at the expected cost.
- Collaborate with department heads to strategize ways to minimize waste.
- Demonstrate a comprehensive understanding of the interdependency of cost drivers.
- Understand the entire arc of the business and how productivity impacts profitability.
- Commit to maximizing efficiency at all levels without compromising quality.
- Develop and implement proactive solutions and cost-cutting measures.
- Present new strategies and assessments to stakeholders in a compelling fashion.
- Educate and persuade stakeholders to procure buy-in and cooperation.
- Roll out clear cost-saving programs with timelines and assessment goals.

March 2014 - March 2017

Purchasing Officer, Cost Controller – NOVOTEL HOTEL – Cairo.

- Sourced vendors, built relationships, and negotiated prices.
- Purchased new products and oversaw inventory stocking and availability.
- Coordinated paperwork, updated spreadsheets, and maintained permanent records.
- Performed monthly reconciliation of open purchasing orders.
- Maintain vendor and service provider relationships.
- Remain acutely aware of market trends that could impact resource costs.

- Keep up to date on new vendors and possible cost-cutting partnerships.
 - Analyze invoices to ensure correct products/services were received at the expected cost.
 - Collaborate with department heads to strategize ways to minimize waste.
 - Demonstrate a comprehensive understanding of the interdependency of cost drivers.
 - Understand the entire arc of the business and how productivity impacts profitability.
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EDUCATION

2011

Bachelor's Degree: Accounting and Business Administration.
Ain Shams University. Cairo. Egypt.

LANGUAGES

Arabic: First language.

English: Proficient.

CERTIFICATIONS

ACCG Certificated.

ICDL Certificated.

HRMS Certificated.

CSR Certificated.

Marketing Management Certificated.

DRIVING LICENCE

UAE Driving License.