

Purchasing & Procurement

With 8 years of experience, passionate about cost optimization, contract and project management.

Mastery of negotiation techniques, market analysis, competitive benchmarking and ability to establish solid relationships with suppliers.

Ready to take on new challenges to contribute to the success of a company focused on operational excellence.

Sardo-Tunis-Tunisia 0021625668998 Okouki55.imen44@gmail.com in @imen-kouki-0890b5198

Traíníng

- ✓ 2004-2008 FSJEGJ Jendouba Master's Degree in Computer Science Applied to Management
- ✓ 2003-2004 IHEC-Tunis
 Study Economics & Management
 ✓ 2002-2002 Technical High School Sili:
- ✓ 2002-2003 Technical High School Siliana Baccalaureate in Economics & Management

Certífications

- ✓ June 2023 BCC : Advanced Excel
- ✓ Dec 2019-Feb 2020 − IMNT : Supply-Chain
- ✓ Feb 2018-Apr 2019 IMNT : Import/Export
- ✓ Oct 2017-Dec 2017 TEG: International Trade

Hard Skílls

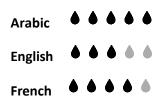
Soft Skílls

ERP: GPAO	Team spirit
SIX ERP	Initiative
MAGEST	Methodical Mind
SHIPTRANS	Rigour
Pack Office	Tenacity
Advanced Excel	Strength Conviction
Adobe Pro	Good resistance to
Power Bl	fatigue and stress
	Emotional intelligence

Professional Experiences

- May 2022 Ongoing Sousse-Tunisia
 International Cabling Company--CMR Group
 Purchasing & Supply Manager MP
- ✓ June 2019 May 2022 IZ Megrine –Tunisia Tunisian Works Company STT
 Purchasing & Supply Manager
- ✓ Jan 2018 June 2019-Port of Rades- Tunisia Maghreb Solution-ATMC Group Logistics Coordinator (Jan-August 2018) Import Manager (Sep 2018-June 19)
- ✓ Jan 2016-Nov 2017-Siliana-Tunisia
 Hamdi Wholesale Food Company
 Purchasing & Sales Manager
- ✓ Oct 2013-Dec 2015-Siliana-Tunisia Association "JADAL CULTURELLE" Volunteer Trainer
- Sept 2009-June 2015 -Siliana-Tunisia
 Secondary High School "FARHAT HACHED"
 Substitute computer teacher

Languages





Koukí Iman

- Purchasing & Supply Manager MP- International Cabling Company--CMR Group: Order Management:
- Customer Order: ALSTOM, SNCF, TLD, TEXELIS, SIMENS, EQUANS...
- Supplier Order: TTI, HARTING, WAGO, NEXANS, ABB, FARNELL...
- Internal Order: PROD, NC, AFTER-SALES SERVICE, MODIF NOM
- Logístics and Stock Management:
- Manage Inventories & Monitor stock levels
- Prepare, assist and evaluate goods receipts
- Conduct maritime and road transport operations
 Disputes and Analysis Management :
- Monitor and resolve supplier and carrier disputes
- Set up, follow-up, and feed the dashboard with crucial KPIs *Team Management* :
- Participate in work meetings: production and quality department, external customers, etc.
- Raise awareness, collaborate and coordinate with the work team: Assistant & store staff
- Purchasing & Supply Manager Tunisian Works Company "STT":

Project Management:

- Manage the purchasing of 21 projects on behalf of leader clients (AFH, SOMATRA, GIZ, CFE, RETEL...)
- Manage a portfolio of potential suppliers (POMARAF, BONNA, MERSA, ULUSOY, INOPLAST...) Cc-Site Management:
- Supply and monitor the needs of construction sites (Tunis, Sfax, Bizerte, Sousse, Gafsa, Djerba...)
- Importation Manager Maghreb Solution-ATMC Group: Reservation Management:
- Pilot and conduct reservations with the shipping companies CTN/CMA Customer Management:
- Monitor a portfolio of 58 customers (offshore + Released for consumption)
 Dispute and Reporting Management:
- Analyze, track and resolve conflicts with customs, suppliers, customers and carriers
- Drafting regular reports to keep Manager in line
- Logistics Coordinator Maghreb Solution ATMC Group: Information Management:
- Send notices and arrival notices imports to customers
- Receive and verify customs declarations
- Coordinate with drivers and assist them during deliveries
 Documentation Management:
- Arrangement and archiving in paper and digital format of customer files
- Receive, check and classify binder envelopes (original invoices + EUR1 + CMR...)
- Prepare the goods removal files (customs declaration, an exit voucher)
- Purchasing & Sales Manager HAMDI Wholesale Food Company : Order Management:
- Customer orders: hospitals, schools, colleges, prisons, retailers, etc.
- Supplier orders: ROSE BLANCHE, SOTUB, STBG, SOTUCHOC, SICAM, VANOISE, Vitalait, JUDY, LILAS...
- Manage inventories and monitor stock movements in ERP
- Fínancíng Management:
- Disbursement and Collection of supplier/customer invoices
- Attend accounting department meetings and meet their documentation needs *Personnel Management:*
- Lead daily meetings with drivers and conveyors
- Welcome and lead meetings with salespeople
- Supervise and guide a work team composed of (store staff, cashiers, workers, drivers)