



Kouki Iman



Responsible

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.

 Bardo-Tunis-Tunisia  0021625668998  kouki55.imen44@gmail.com  @imen-kouki-0890b5198

Training

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

Certifications

- ✓ **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 Skills

ERP: GPAO
SIX ERP
MAGEST
SHIPTRANS
Pack Office
Advanced Excel
Adobe Pro
Power BI




Soft Skills

Team spirit
Initiative
Methodical Mind
Rigour
Tenacity
Strength Conviction
Good resistance to 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

Arabic 
English 
French 

✓ **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

Logistics 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

Financing 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)