



# NOWAF (NOAH) SOURAYA

403 467 2143 | nowafsouraya@gmail.com | Calgary, Alberta, Canada

Date of Birth: 30<sup>th</sup> Jan, 1991

Nationality: Canadian

Languages: English, Arabic

Marital Status: Married

## BUSINESS SYSTEMS SPECIALIST | SOURCING SPECIALIST | BUYER | PURCHASING MANAGER

*Results-driven professional with over 5 years of experience in supply chain operations, successfully identifying and leveraging buying opportunities to source products to ensure that the company maintains its competitive edge. Adept at maintaining mutually beneficial long-term partnerships with suppliers to negotiate contracts and secure favorable terms and prices. Proven track record of driving cost savings, executing strategic sourcing strategies, evaluating supplier performance, and implementing streamlined procurement workflows to enhance efficiency, reduce lead times, and ensure on-time delivery of quality goods. Exceptional leadership abilities to foster teamwork, delegate tasks, facilitate open communication, and promote team diversity. Committed to delivering exceptional value and driving the success of the organization through effective procurement practices.*

## AREAS OF EXPERTISE

Logistics & Supply Chain	Purchase Order Processing	Contract Negotiation & Compliance
Procurement / Category Management	Inventory Management	Quality Control
Strategic Sourcing & Buying	Budgeting & Cost Optimization	Project Management
Vendor Management	Continuous Improvement	Risk Assessment & Mitigation
Supplier Evaluation & Selection	Business Development	KPI Reporting
Supplier Relationship Management	Market Research & Competitive Analysis	Team Leadership & Management

## SKILLS & CORE COMPETENCIES

- Extensive knowledge of buying process and practices, demand forecasting, and contractual terms & conditions.
- Competent in making purchasing decisions within budget based on market conditions and trends pertaining to product lifecycle, price fluctuation, product availability, and competition's business practices.
- Proficiency in preparing and managing RFPs and RFQs to solicit competitive bids from suppliers.
- Ability to conduct thorough market research to identify potential suppliers, assess and select suppliers based on quality, reliability, and cost-effectiveness.
- Ability to plan, forecast and report on sales and business performance, according to category requirements.
- Ability to demonstrate value addition (cost saving) to the business through effective implementation of sourcing initiatives.
- Strategic and commercial thinking with the ability to visualize and anticipate the needs of the business, and determine buying requirements for the assigned department/category.
- Able to perform sourcing activities across multiple categories of spend, search for better deals, and purchase the highest quality merchandise at the lowest possible price.
- Strong leadership skills with functional supervisory abilities that include planning and assigning tasks, providing training, setting deadlines, and monitoring results and performance.
- Exceptional analytical skills with the ability to analyze data and sale reports, track inventory levels and stock availability, and make data-driven decisions to optimize purchasing processes.
- Effective interpersonal skills to cultivate strong supplier relationships, and manage the sourcing and negotiations in order to maintain a suitable supplier base.
- Strong organizational skills with the ability to multi-task, handle materials deliveries from time to time, and maintain records of goods ordered and received.

- Excellent verbal and written communication skills in both English and Arabic.
- Proficient in Microsoft Office (Word, Excel, and PowerPoint), and ERP Systems such as Oracle and SAP.

## EDUCATION

### Diploma in Business Administration, Supply Chain Management

Southern Alberta Institute of Technology (SAIT)

*Jun 2018*

## WORK EXPERIENCE

Rogers Communication/Shaw Communications – Calgary, AB

*Nov 2023 – Present*

### Business Systems Specialist, Supply Chain

- Provide the Supply Chain teams with analysis and support of Oracle cloud Procurement and Supply Planning applications and provide recommendations on enhancements or further configuration to assist with operational tasks
- Work with Leadership and Supply Chain teams to gather software configuration requirements
- Evaluate user requests and clarify requirements to formulate a work breakdown and level of effort for configuring software programs
- Monitor ongoing performance of software and update configuration according to business needs
- Work with end users to provide production operation support including software configuration and data extraction (for reporting)

Shaw Communications – Calgary, AB

*Oct 2021 – Nov 2023*

### Solutions Specialist, Supply Chain

- Conducting in-depth analyses of Shaw's supply chain processes, identifying areas for improvement and proposing innovative solutions to streamline operations.
- Leading a team of 9 buyers, improving their daily operations and productivity by 25% through effective support and guidance.
- Spearheaded the design and implementation of the Self-Serve Procurement Module in Oracle. Collaborated with IT and other relevant stakeholders to ensure the successful integration of the new module into the existing procurement system.
- Supervising various ad hoc projects to enhance overall efficiency and reduce costs.
- Acting as the representative for procurement in the "teiro network," driving improvements to Oracle functions.
- Overseeing and executing purchase orders (POs) from creation to fulfillment, including coordinating with suppliers and internal departments to ensure timely and accurate order processing.
- Generating regular reports to communicate key metrics and performance indicators to management.

Shaw Communications – Calgary, AB

*Jan 2021 – Oct 2021*

### Strategic Sourcing & Category Specialist, Supply Chain

- Executed sourcing strategies and regularly updated suppliers' database to ensure data is easily stored, accessed and retrieved.
- Tracked and reported on category spend, savings and general performance. Portfolios consisted of the following categories: Satellite, CPE (Customer Premise Equipment) accessories, and third-party repair.
- Oversaw the Request for Proposals (RFPs) and Request for Quotations (RFQs) for the Consumer Premise Equipment category, resulting in a 15% reduction in procurement lead time.
- Drafted NDA (Non-Disclosure and Confidentiality Agreement), amendments, and new contracts for CPE suppliers.
- Forecasted upcoming levels of demand, establishing plans to manage them efficiently and in accordance with requirements.
- Negotiated and finalized contractual arrangements with CPE suppliers, achieving cost savings of 12% while maintaining exceptional service levels.
- Researched and implemented new concepts and innovative methodologies to enhance sourcing performance.
- Monitored performance of key suppliers, facilitated regular performance reviews with stakeholders to assess value and quality of supplier services/products based on current contracts, and inform decision-making on future collaborations.

Shaw Communications – Calgary, AB

*Apr 2019 – Jan 2021*

### Purchase Coordinator, Supply Chain

- Prepared purchase comparison by taking quote from vendors and submitted for management approval.
- Ensured the merchandise is delivered on a timely basis, and in line with the service level agreements in order to ensure compliance with buying plans.
- Developed, managed, and fulfilled purchase orders (POs) for three categories: Consumer Premise Equipment, Network Equipment and Shaw Business.
- Maintained and implemented purchasing instructions, policies, and procedures.
- Engineered and optimized a process that streamlined purchase order requests, reducing the time from over 2 days to one hour.
- Pioneered efforts to streamline the approval workflow process for purchase orders, leading to a 20% reduction in approval time and a 90% decrease in errors.
- Led a high-priority, ad hoc PO audit with the finance function, correcting \$2.6 million of spend and achieving significant savings.

- Spearheaded the resolution of ERP system migration errors, ensuring a smooth transition and minimal disruption to operations, resulting in a successful implementation with only 2% downtime.
- Negotiated mutually beneficial agreements with network equipment vendors by proposing a new Blanket purchase order structure.

**OTHER EXPERIENCE**

**Customer Service Representative**

Scotiabank – Calgary, AB  
*Mar 2015 – May 2016*

**Sales Representative**

GLENTEL Inc. – Calgary, AB  
*Sep 2008 – May 2009*

**ADDITIONAL INFORMATION**

**Licensed Barber for 13 years with a Diploma in Hairstyling & Business Ownership from MC College**

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|--|----------------------------|
| • Barber – Marda Loop Barber Shop  | <i>Jul 2016 – May 2023</i> |
| • Administrative Manager / Barber – Supreme Men’s Hairstyling & Barbershop | <i>Jan 2014 – Mar 2015</i> |
| • Co-Owner / Manager / Barber – Okotoks Barbershop                         | <i>Oct 2012 – Dec 2014</i> |