

Ahmad Al Faraj CV

PROCUREMENT MANAGER ||

AMMAN, JORDAN

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OBJECTIVE ||

Procurement Manager with extensive experience in sourcing, procurement, and supply chain management. Skilled in negotiating contracts, managing suppliers, and reducing costs through strategic procurement. Adept at developing and implementing procurement strategies to meet business objectives, while ensuring compliance with procurement policies and procedures. Strong analytical skills and ability to identify cost savings opportunities. Proven track record of successfully managing complex procurement projects and delivering results. Committed to providing exceptional customer service and building strong relationships with internal and external stakeholders.

KEY ACHIEVEMENTS ||

Leading the procurement team for the Launching products campaign @ Zain Jordan in time oriented and leading the team efficiently.

Leading the procurement team for AIMamlaka TV in the making period and being part to finalize all deals and orders' within time.

Oversees the entire procurement process and was in charge during the new bank acquisitions' and finalized the process in cost, quality & time manners

KEY SKILLS ||

- Great interpersonal communication
- Analytical knowledge
- Negotiation skills
- Effective communication
- Supply chain planning
- Vendor relationship management
- Budget development
- Timeline management
- Inventory management
- Efficient multi-tasker
- Goal attainment
- Highly professional and proactive
- Teamwork and collaboration

QUALIFICATIONS ||

BACHELOR DEGREE IN INDUSTRIAL ENGINEERING

UNIVERSITY OF JORDAN, 2006-2011

WORK EXPERIENCE ||

PROCUREMENT MANAGER

TASC TOWERS – JORDAN: AUG 2022- PRESENT

- Led cross-functional teams to complete complex procurement projects, delivering on-time and within budget.
- Conducted supplier assessments and due diligence, reducing risk and improving supplier performance.
- Developed and managed strategic relationships with key suppliers, ensuring reliable and cost-effective supply chain.
- Implemented new procurement processes and systems, improving efficiency and accuracy of procurement operations.
- Successfully negotiated favorable contracts with suppliers, resulting in cost savings for the company.
- Collaborated with internal stakeholders to understand business needs and ensure procurement strategies align with overall business objectives.
- Working on standardizing the full procurement cycle in all TASC OPCOs especially the templates of RfP, Technical evaluation, and Financial evaluation.
- Managing the inventory of towers, batteries all related requirements making make sure that they're sufficient to meet the organization's goal,

- Ensuring compliance with legal requirements related to procurement,
- Developing and managing procurement budgets, tracking spend, and analyzing performance metrics.
- Overseeing the procurement process from requisition to payment, including purchase order placement, invoicing, and supplier payment.
- Staying current with industry trends and best practices in procurement and supply chain management.

PROCUREMENT SUPERVISOR

CAPITAL BANK – JORDAN : SEP 2019 – AUG 2022

- Responsible for Capital Bank procurement during the merge and acquisition of Audi Bank & SGBJ with achieving 10% savings
- Reporting to the COO for all the related digitization projects, my core remit was the development and implementation management of end-to-end contracts and procurement strategy for all new projects, with specific to the IT projects.
- Design, implementation and improved sourcing strategies, which deliver value for money and innovation in accordance with the agreed procurement strategy and business plans
- Approving purchase orders and organizing and confirming delivery of goods and services.
- Controlling the procurement budget and promoting a culture of long-term saving on procurement costs.
- Overseeing and managing the IT systems that track shipments, inventory, and the supply of goods.
- handle intense pressure and work in tight deadlines ensuring that the procurement team gets what they need to ensuring the success of the company.
- Lead and coach a team responsible for the procurement to meet the bank vision and strategies
- Track the procurement KPIs
- Guaranty the achievement of all SLA
- Build and maintain relationships with customers and permanently challenging them to new trends.
- Manage the development of departmental objectives, policies and procedures pertaining to procurement

SENIOR PROCUREMENT OFFICER

ALMAMLAKA TV – JORDAN : SEP 2017 – SEP 2019

- Design, implementation and improved sourcing strategies, which deliver value for money and innovation in accordance with the agreed procurement strategy and business plans
- Oversaw every phase of supply chain, from purchase order to delivery to invoicing, targeting 100% end-user satisfaction
- Minimized process discrepancies by spearheading budget, supervising staff and controlling inventory and supply management.
- Maintained effective and lasting vendor relationships through dynamic communication, collaboration and intelligent questioning skills.
- Preparing a variety of procurement-related documents, correspondences and reports to internal and external stakeholders including responses to audit observations, analyzing the existing procurement practices and procedures
- Identified new and more cost-effective suppliers through participation in industry networking events, purchasing advantageous packages and cutting costs.
- Managed and tracked package transfers such as bills of lading, delivery receipts, packing lists and load tags.

PROCUREMENT OFFICER

ZAIN JORDAN: APR 2013 – SEP 2017

- Procurement coordinator with Marketing, Sales, CSR, PR, Customer Care & HR departments
- Processing and handling of purchases in accordance with Policies and Procedures
- Manages relationship with vendors in accordance with company guidelines, to support the realization of agreed procurement contracts
- Supports the planning, budgeting, and goal setting processes to establish procurement goals

ORGANIZATION & DEVELOPMENT OFFICER

ZAIN JORDAN: DEC 2011 – MAR 2013

- Worked on HR programs such as engagement, recognition.
- Review and align organizational policies and procedures with the company's strategy, annual objectives in relation to company values, direction, and business needs
- supporting senior company leaders by delivering reports outlining performance to drive process improvements.

REFERENCES ||

Available upon request