

Omar Ibrahim Alzubi

al-zubiomar@hotmail.com • Jordanian • Amman, Jordan • [LinkedIn](#) • +962797013186

Date of birth: 14.07.1987

Marital status: Married

Senior Buyer

Senior Buyer for over 9 years of procurement experience and proven success concurrently handling purchasing in Global Procurement Department in Arab Bank Jordan.

Career Experience

Senior Buyer Arab Bank , Amman , Jordan June/2023 to Present

Main Duties :

- Ensuring Compliance with the procurement policies and procedures.
- Supervise the Buyers and monitor their performance .
- Monitor / track the execution of internal clients Purchase Requests to ensure processing in an accurate and timely manner.
- Prepare the RFPs/RFQs/RFIs and Supplier Bid List for complex Projects/RFPs and Non-standardized RFQs and evaluate the financial proposals .
- Negotiate with Vendors for the best purchase package in terms of quality, price, terms and delivery period .
- Set purchase recommendations and prepare the Purchase Orders .
- Day-to-day coordination with vendors - Assist in reviewing countries purchase approval requests and ensure availability of decision support documents .
- Prepare and maintain accurate records and documentations on all bids.
- Assist the Payables Section in resolving invoice discrepancies and variances
- Resolve claims of material/service non-conformance. On-the-job Training for New and Existing Buyers.

Senior Procurement & Logistics specialist , alfanar Company, Riyadh, KSA 10/2015 to 6/2022

Participated within one of the biggest supply chain departments in the Kingdom, handling purchasing and logistics in one of the leaders manufacturers in the Kingdom . Recognized for purchasing goods (raw material, spare parts, semi finish goods, Consumable , Metals , ect) in best delivery time and cost and development of new suppliers below is a brief of the job & duties:

- Identify the purchase requisition, understand the exact requirements and rectify it based on the right description if required by coordination with the requester.
- Feed back to the requester for better and standard materials\services in the market based on sourcing process could satisfy the requester requirement if any.
- Request for quotation from the right and approved suppliers and negotiate for the best purchase conditions (Right quality, lower price, best delivery date, best Inco term, better payment term....).
- Compare the quotations based on the official comparison form and issue the order on system to the winner supplier based on supplier winner criteria.
- Follow alfanar PO approval matrix to have final approved order.

Omar Alzubi

Page | 2 of 3

- Send approved purchase orders to suppliers and follow to receive order confirmation and acknowledgment within 24hours then follow the delivery and other PO conditions up to closing the order by paying the money to supplier.
- Work within sourcing process to increase number of approved suppliers, kill single source of supply situation and assure having updated lower and fair market price by coordination with related commodity head.
- Maximize number of contracted items within the scope of work with the best approved suppliers to secure the prices, delivery, payment terms and the needed quality as well as saving purchasing cycle time.
- Managing non conformity report of supplied materials to close, correct and preventing the problems in future and to work for not having any pending cases with suppliers.
- Visit suppliers for prequalification, evaluate, develop suppliers and strengthen business partnership by coordination with related commodity head.
- Facilitating material import within best time with the minimum port demurrages and detention with coordination with supplier based on agreed Inco term and selecting the right HS code for imported materials.
- Make regular update and report about over all purchase cycle status within the scope of work to update objectives achievement status (sourcing, contracting, supplier development, decrease purchase cycle, improve lead time).
- Ensure cargo description match Alfanz's legal duty exemption and as exact material. Any items which are not listed in the exemption list should follow the exemption request process.
- Process IBD in the system and timely up-date.
- Obtain shipment details (packing, no of pcs, weight, volume etc.) and readiness of shipment from shipper.
- Obtain rates or review rate contract with forwarders and effect rate comparison.
- Select most economical and best transit time, based on urgency of shipment. Assessment and selection of freight forwarder should be based on best services, overall cost and transit time.
- Release Freight Order (routing request) to the selected freight forwarder upon getting approval from the immediate supervisor.
- Co-ordinate with shipper/forwarder on timely pick-up and movement of shipment without any delay.
- Ensure shipment within set lead time (origin till arrival).
- Close follow-up with freight forwarder, if necessary with shipper and report any deviations and corrections to all parties concerned, as well as with shipping updates. * Ensure all necessary shipping documents are being issued as per Freight Order and as per local rules and regulations.
- Ensure availability of shipping documents prior to arrival of shipment at port.
- All necessary shipping documents (file), along with proof of ETA is to be handed over to the concerned customs clearance personnel well in advance, prior to arrival of shipment at port.
- Timely processing of insurance claims and provide insurance specialist with required documentation.
- Timely processing of service providers invoices with accuracy.

Logistics Operation Officer , Al-Tawfiq Freight Services \Kawar Group , Amman , Jordan .

12/2014 to 09/2015

A part of Kawar Group one of the first and biggest group of companies in Jordan , which is specialized in shipping and freight forwarding .

Responsible of all logistics operation process from the quotation upto door delivery for all types of shipping (Airfreight, Sea freight , land freight) .

Omar Alzubi

Page | 3 of 3

Sea Freight Export Operation Officer ,

Salam Shipping & Forwarding Agency \ Naouri group , Amman , Jordan . www.naouri.com

05/2013 to 12/2014

Joined Salam shipping and forwarding part of Naouri Group , as sea freight export operation officer.

- Send quotation to clients.
- Handling sea freight export shipments from door to door.
- Keep our client up to date.
- Update all the data in ERP system.

Enterprise customer service representative + Trainer,

Extensya , Amman , Jordan . www.extensya.com

12/2011 to 02/2013

Train new staff , refresh sessions for current employees of the company products and system (BSCS , SIEBLE) .

Customer service

Field Engineer

Alhaq Institute (Agricultural projects) Wadi Araba , Aqaba , Jordan

02/2010 to 11/2011

- Field Engineer , check daily work .
- Manage daily schedule
- Observation of any abnormal behaviours
- Solve problems that occurs during work .

Education

- **B.Sc degree in agriculture engineering**
University of Jordan • Amman , Jordan • 2010
- **Certified Logistics and Transportation & Distribution (CLTD) candidate**
APICS , August 2020

Affiliations

Omar Alzubi

Page | 4 of 3

Jordanian Agricultural Engineers Association • Jordan • (2010 – Present)

Languages

Writing/reading

Speaking/Listening

- English
- Arabic

Excellent
Mother Language

Fluent
Mother tongue

Computer Skills

- SAP.
- Microsoft, Office

Other Skills

- Excellent Interpersonal & presentation skills.
- Team player.
- Motivated.
- Result oriented.
- Meeting deadlines.
- Performing well under pressure.
- Flexibility to perform various tasks.
- Able to work productively and maintain effective working relationships with people of different nationalities and cultural backgrounds.
- Fast adaptation to work environment
- Fast learner