

Suhaib Khamayseh

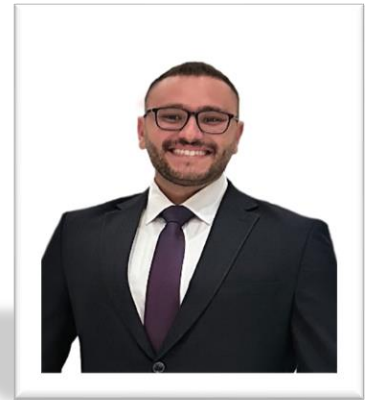
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Birthday: 09 April 1996

Social status: Single



OBJECTIVE

A highly organized professional procurement officer with 4+ years of experience at one of the biggest companies in Automotive and Commercial field in Jordan, Central Trade & Auto Co., in defining business needs, commercial negotiation, procurement planning, Procurement policy development, sourcing and assets management. In addition to having the scientific part of procurement and supply chain by Having 100 % attendance in CIPS Level 4 training and 90% completion of the exams

EXPERIENCES

Procurement Officer

Central Trade & Auto CO. | Amman (April 2019 - Present)

Main Duties and Responsibilities:

- Identify and evaluate potential suppliers, vendors or service providers who can meet the organization's needs.
- Evaluate supplier proposals, negotiate contracts and select the most suitable supplier in term of price, quality, reliability and ethical consideration
- Develop and implement procurement strategies, policies and procedures to ensure efficient and cost-effective procurement processes
- Negotiate terms, prices, and delivery schedules with suppliers to secure favorable agreements while maintaining quality standard.
- Monitor and manage inventory levels to avoid shortage or overstocking.
- Identify potential risk in the supply chain, such as delays or quality issues and develop contingency plans
- Generate reports on procurement activities, costs, and performance for project management and senior management.
- Budget management and development; working within budget constrains to ensure that procurement activities are cost effective and align with the financial goals
- Upholding ethical standards and integrity in all procurement activities.

Service Engineer

Nicola Abu Khader & Sons Co I Amman (October 2018 – September 2019)

Main Duties and Responsibilities

- Deal with customers as technical advisor.
 - Improve customer experience.
 - Deal with fleet managers as an account manager
 - Diagnose and mechanical and electrical malfunction
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EDUCATION

Bachelor's Degree of Mechanical Engineering

Balqa Applied University (2014 – 2018)

Very good GPA

SKILLS

- Negotiation
 - Market research
 - Budgeting
 - Planning
 - Cost analysis
 - Time Management
 - Supplier management
 - Contract management
 - Communication skills
 - Accurate attention to details
 - Excellent MS Office
 - Risk management
 - Analytical thinking
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LANGUAGES

English Excellent (Reading, writing, and speaking)

Arabic Native language

TRAININGS & CERTIFICATES

- Chartered Institute of Procurement & Supply Chain (CIPS) Diploma Level4
- Certified Lead Auditor training from IRCA
- Emotional Intelligence course
- Change Management course
- Negotiation Skills course
- Finance for non-finance

- Professional Excel
- Microsoft Power BI
- Kaizen principle
- Toyota Business practice