

Zaid Eizz Aldine

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Executive Summary

A Professional Procurement Engineer with 4 years of total experience in Production Management, Sales & Logistics. Gained practical experience in supplier negotiation, liaison and coordination between different Supply Chain parties. A Certified Business Logistics Professional and holder of a bachelor's degree in Mechanical Engineering.

Areas of Expertise include:

Procurement & Logistics | ERP SAP Business One | Supplier Relationship Management | Technical & Financial Proposals | Branch Management | Employee Supervision | Customer Service | MS-Office

Professional Experience

Teeba Investment for Developed Food Processing Co. – Amman, Jordan

Senior Procurement Associate

03/2022 - Present

- Received a daily average of 25+ purchase requests, sourced purchases of materials to suppliers and negotiated prices accordingly
- Received feedback from suppliers regarding availability of materials, discussed alternatives with the team and issued 100s of purchase orders (POs) utilizing SAP
- Collaborated with the stock controller on needed materials, monitored and tracked data accordingly
- Analyzed and forecasted material requirements and maintained knowledge regarding the market prices to plan purchases in advance
- Saved an average of 5% in costs of logistics and materials through analyzing current supplier contracts and searching for alternatives
- Initiated relationships, conducted meetings and acquired 15+ new suppliers
- Reviewed company profiles of suppliers, gained product knowledge, and negotiated payment terms & delivery methods
- Liaised with the Finance Department on processing supplier payments and followed up on documentation
- Issued Letters of Credit, contacted delivery vendors and followed-up on shipping and logistics matters

Amman Gate Trade & Engineering Supplies – Amman, Jordan

Procurement & Logistics Engineer

06/2019 – 02/2022

- Liaised with the technical team to select the best materials to source that serve customer needs
- Contacted 10+ suppliers per order, compared proposals and selected best offers based on lead time, quality and cost
- Negotiated with suppliers on cost and payment terms to increase ease of business, and issued PO for suppliers for awarding tenders or RFQ
- Prevented delays and penalties by following through on submitting documents in a timely manner
- Collaborated with the management and Finance to identify the reasonable profit margins
- Followed-up with suppliers every 2 – 3 days on the manufacturing process and shipments
- Liaised with the Financial Department to follow-up on withheld payments by the customers
- Prepared 300+ commercial and technical offers for the requested orders
- Followed-up on shipping arrangements with suppliers and shipping companies or freight forwarders
- Reviewed, compared, analyzed, and approved products and services to be purchased

- Followed-up on banking procedures to secure payment with suppliers and end-users
- Contacted suppliers/manufacturers upon receiving orders, signed contracts, finalized prices, and INCOTERM, and followed-up on manufacturing

Abu Haltem Group – Amman, Jordan

Production Engineer

02/2017 – 05/2017

- Directed 25+ production line workers and planned shifts according to the needed output
- Supervised 10+ production lines for assembling TVs, Air Conditioners, Refrigerators & Washing Machines
- Decreased the waste time by up to 15% and accelerated the production process through controlling shifts
- Controlled the input and output of production lines and the quantity produced as per the demands & plans
- Calculated the production quantity upon the available labor
- Coordinated with the Quality Control (QC) on the packaging process and supervision of production lines
- Liaised with the warehouses on controlling inventory based on demands and availability of inventory area

Certifications

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| Procurement & Supply Planning Tools & Techniques – Udemy | Present |
| Basic & Intermediate Excel – EXCEL4US Training Center | 06/2021 |
| Certified Business Logistics Professional – American Management Institute | 04/2021 |
| IOSH Managing Safety – Jordan Engineers Association | 07/2019 |
| ISO 9001:2015 Quality Management System (Attendance) – Jordan Engineers Association | 11/2016 |

Education

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|---|----------------|
| Bachelors in Mechanical Materials Engineering | 06/2016 |
| Al-balqa Applied University – Salt, Jordan | |
| Graduation Project: | |
| <i>Copperizing of Carbon Steels: Diffusion of copper in different carbon steels</i> | |
| Directed 2 other colleagues within the project, allocated tasks and reviewed deliverables | |

Languages

Arabic: Native | **English:** Full Working Proficiency