



# ENG. FADI ABDULLAH


Senior Manager/Director/CEO for Group of Companies

## SUMMARY


Senior SCM with degree in Mechanical Engineering and highly experienced in **marketing and sales**, reducing costs in supply chain and growing revenues in marketing and sales for companies working in different fields. Recently achieved 4 Million US Dollars applying ERP solution and enhancing long term contractual agreements. Keen to leverage leadership and managerial expertise for your respected firm.

## CONTACT

 Amman-Jordan

 +962 79 0568507

 [fadiabdullah08@gmail.com](mailto:fadiabdullah08@gmail.com)

 fadi-abdullah-11870b52

## EXPERIANCE

### GROUP PROCUREMENT MANAGER SAYEGH GROUP, AMMAN, JORDAN, 2022

- Responsible for all aspects of procurement activities related to local and overseas staff supervision
- Coordination with the plant manager, warehouses and production planning departments to achieve a balance between existing and required quantities
- Responsible for sourcing activities.
- Supervising the solicitation and study of procurement offers, obtaining and evaluating the best offers in terms of quality, delivery times and prices, and providing the necessary recommendations for decision-making to the administration.
- Create and develop the required databases including the exiting ERP system SAGE to improve the performance and make sure the data are easily available and mostly accurate.
- Reviewing and auditing exiting contracts: to ensure their integrity and commitment with the suppliers.
- Forecasting and collecting information about markets, the market and competitive situation, studying trends or price levels related to materials and requirements, and following up changes that appear on the prices of raw materials periodically
- Supervise the shipment and receipt of orders and ensure that the information is correct on time
- Checking the receipt vouchers of the aforementioned imported goods by checking the order follow-up list and following up with the Finance Department to pay what is due to the suppliers in the warehouses and ensure that they conform to the purchase orders.
- Supervising the preparation of all documents and data related to imported parts and materials subject to tax exemption within the investment promotion process and following up all procedures related to them.
- Follow-up claims of insurance companies and suppliers in the event of damaged, incomplete or non-conforming items, and supervise the preparation of all related documents.
- Organizing recruitment plans and determining the necessary staff needs according to the selection and appointment system, and coordinating with the Human Resources Department
- Verify the integrity of the selection procedures by following the approved selection and appointment system, verify the integrity of the training programs and follow up on their results
- Follow-up on everything related to subordinates, such as vacations, departures, and performance evaluations, in coordination with the Human Resources Department
- Participate in the selection and appointment of new employees in the Procurement Department
- Carrying out the training process for current and new subordinates, identifying their training needs and evaluating the training results, in coordination with the Human Resources Department
- Recommending the appointment of a deputy for him, if necessary, or an acting representative in my absence.




# ENG. FADI ABDULLAH


Procurement & Supply Chain Manager


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## >>CONTINUED EXPERIANCE

### PROCUREMENT MANAGER

PETRA ALUMINUM COMPANY, AMMAN, JORDAN, 2022

- Procurement of Aluminum and Steel materials in conjunction with being UpToDate with the Global market price for these materials to be reflected on the existing and future contracts with the suppliers of these materials.
- Developing strategic alliances with local and foreign suppliers
- Managing and developing a Professional effective Procurement Division and maintain good network of suppliers and subcontractors in line with the company's market and growth strategy. Coordinating between WH and Projects Teams to ensure the actual need, managing inventory levels and highlight the critical items

### TENDERS DEPT. MANAGER

WORLD ISLAMIC EDUCATION UNIVERSITY AMMAN, JORDAN, 2022

- Implemented the policies and decisions taken by the university presidency regarding the nature of the department's work
- Worked as the secretariat of the Central Tenders Committee, following the implementation of their decisions, maintaining records and files related to the committee's work up to date,
- Issued the required tenders and supervised the invitation to bid in public announcements media online and offline and assured to maintain and respect the announced deadlines.
- Issued Awarding Decision Forms and following for the required approvals as per the policies and logistics law decision for the university.
- Supervised signage of contract and follow up the execution as per tender terms and conditions.
- Managed to keep and return the bid bonds as per the general policies and laws implemented.
- Finalized the JDs for the tender department employees. Finalized the required Organizational chart and redesigning of the divisions.
- Developed and highlight clearly the process and procedure and included in ISO documentation.

### PROCUREMENT MANAGER (SUPPLY CHAIN)

SRACO, DAMMAM, KSA, 2017 - 2020

- Developed the procurement policies and procedures.
- Succeeded to develop and update a well-defined department organizational hierarchy among the group.
- Assigned, trained and inspired 30+ employees in different positions within the department organizational hierarchy.
- Issued and approved more than 50 Million US Dollars orders total value per year, approx. 27000 Orders, with 76000 Lines.
- Achieved Material Cost saving by 7%. i.e. 4 Million US Dollars.
- Achieved 98% Productivity of the workload
- Achieved 95% Ontime In Full delivery
- For logistics, secured the best deal with the local forwarders for transportation of the materials to the projects.



# ENG. FADI ABDULLAH

Procurement & Supply Chain Manager

## HARD SKILLS

Data Analysis  
 Planning, strategic & tactical  
 Negotiation.  
 Problem Solving.  
 Team Builder  
 Leadership.

## SOFT SKILLS

Oracle Fusion  
 Professional Excel  
 MS Outlook  
 Word  
 Access  
 Power Point  
 MS Project  
 MS Visio  
 Internet Surfing  
 Leadership.

## LANGUAGES

Arabic: Native or Bilingual  
 English: Professional

## >>CONTINUED EXPERIANCE

- Collaborated procurement management with WH Management to control material movement and stocking which reduced shortages
- **Key Achievement:** *Achieved 100% automation of all department activities, reports and interactions thru new oracle system in 2 years and succeeded to generate the auto POs without any confliction, which increased the performance and further reduced the ordering costs by 2%.*

### PROCUREMENT MANAGER

ALSTOM FRANCE, RIYADH, KSA, 2015 - 2017

- Ensured Consolidation of needs & requirements from Projects/Sourcing, for the establishment and implementation of Metro Riyadh Project procurement plan and related schedules
- Reported the update for the orders and delivery on time with all concerned dept.
- Delivered the local requirements from the approved sources on schedule.
- Reported KPIs as defined under Procurement Manager KPIs list.

### PURCHASING AND PROCUREMENT MANAGER

AI-KAFAA TRADING COMPANY, DAMMAM, KSA, 2009-2015

- Managed all the aspects of procurement activities leading high qualified buyers
- Forecasted levels of demand for stock items to meet the business needs and keeping a constant check on stock levels.
- Approved and accomplished overseas and local orders.
- Achieved 5% saving (800,000 SAR) for the last year.
- Completed ISO 9001 requirements upon which ISO Certificates have been renewed.
- Secured the best deals in logistics and follow with international forwarders for transportation of the materials up to the port and followed clearance activities up to arrival either to our site or client site.
- **Key achievement:** *Redesigned Stock Replenishment System in Oracle to meet higher accuracy controlling the fast-moving items considering market demand and clients requirements*

### PROJECT ENGINEER - MARKETING

AIGHANEM TRADING & CONTRACTING CO, AMMAN, JORDAN, (2007-2009)

- Completed the execution of turn key contract to supply, install and commission 30tph pneumatic transport line of Alkali for QCC in Saudi Arabia, Valued USD1,800,000.00 in 2 years
- Completed the execution of turn key contract to supply, install and commission new standby 120tph chain bucket elevator for ACC in Saudi Arabia, valued USD326,000.00 in one year
- Completed the study and estimation of Central Vacuum Cleaning, 5 tph for JCF in Jordan Valued USD465,000.00



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MS Outlook  
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Leadership.

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## >>CONTINUED EXPERIENCE

### **ORDERS DEPT. MANAGER**

**AI-GHANEM TRADING & CONTRACTING CO, AMMAN, JORDAN, (2004-2006)**

- Negotiated and issued 700 purchase orders and delivered to clients during two years thru leading 5 orders coordinators
- Negotiated LCs /CADs/ with the suppliers and directly with the banks and arranged directly with the banks to open Bank Guarantees with follow up of collection of our dues and bonds from our suppliers or clients.
- For logistics, secured the best deals with international forwarders for transportation of materials up to the port and followed clearance activities up to arrival to client site.

### **MECHANICAL ENGINEER - PROCUREMENT (GENERAL &PROJECT)**

**NATIONAL CAUSTIC AND CHLORINE, AMMAN, JORDAN, (2000-2004)**

- Completed the sourcing and supply of all the materials required overseas and local to for expansion project to increase the unit's capacity by 100% and adding new units in 4 years as scheduled.

## EDUCATION

**B.Sc. in Mechanical Engineering,**  
**University of Jordan, Jordan, (2000),**

**GPA: 3.00 out of 4 (Very Good).. 5 Years study**



# ENG. FADI ABDULLAH

Procurement & Supply Chain Manager

## MEMBERSHIP

Member of Jordan Engineers Association (JEA), Jordan, 2000

## COURSES AND CERTIFICATIONS

COURSE	INSTITUTE	YEAR
INCOTERMS	AMMAN CHAMBER OF INDUSTRY	2000
CONVERSATION SKILLS 1 PROGRAM IN AMERICAN ENGLISH	MLC	2003
ADMINISTRATIVE AND BEHAVIORAL SKILLS OF THE DISTINGUISHED EMPLOYEE	AMMAN CHAMBER OF COMMERCE	2006
RISK MANAGEMENT WITHIN THE COMMERCIAL PROJECTS		
ETHICS	ALSTOM	2015
PERFORMANCE MANAGEMENT		2016
HIGH RISK ACTIVITIES		
IMPLEMENTING SUPPLY CHAIN MANAGEMENT	LINKEDIN	2020
CERTIFIED PROFESSIONAL IN DIGITAL MARKETINF		
EXCEL 2019 ESSENTIAL TRAINING		
LEARNING EXCEL 2019		
LEARNING DATA ANALYTICS		