

Monketh K. AL Momani

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OBJECTIVE

Accomplished Procurement Supervisor bringing demonstrated success in supply chain management and procurement leadership. Specializing in logistics coordination, vendor relations, Planning, and strategies. Organized and proactive with remarkable project management, communication, and planning abilities. Proficient at problem-solving and program development. (6) years history with progressive experience.

EXPERIENCE

Procurement Supervisor (February 2023 – Currently)



Central Trade and Auto Co. – MARKAZIA

The Sole distributor for **Toyota, Lexus, Hino, Budget, Yamaha, and King Long** in Jordan.

Main Duties and Responsibilities

- Supervise procurement team activities and Procure-to-pay (P2P) process for domestic and overseas procurements (material, services, and projects).
- Develop and improve procurement department standard operation procedures (SOPs).
- Supervise the procurement transformation from a traditional system to an automated system through ERP solutions and prepare the requirements and related plan.
- Developing procurement strategies and policies to achieve the company goals and vision.
- Coordinate with finance accounts payable (AP) for payment orders and tracking expenses.
- Monitor the spending, cash flow, budget status, cost analysis, vendor performance, and procurement life cycle.
- Vendor management, evaluation, qualification, and stockholders' relationship.
- Prepare annual procurement plan (APP) along with budget preparation and other department's planning map.
- Contract management, negotiations, legal check, and tracking.
- Risk management and cost avoidance and reduction management.
- KPI's identification, development, and monitoring.



Senior Overseas Procurement Engineer

Korea Southern Power Co., Ltd./Jordan L.L.C. (KOSPO) (September 2019 – February 2023)

Main Duties and Responsibilities

- Procure-to-pay (P2P) process implementation for overseas procurement.
- Supervise the logistics process from customs clearance (export, import, temporary entry) to shipping (land, sea, and air freight) until delivery to the warehouse.
- Journalizing vendor and customer invoices, payments, and credit memos on the SAP system.
- Prepare the payment request with bank information.
- Monitor and report the customs duties and prepare tax exemption requirements.
- Negotiations, sourcing, vendor management.
- Supervise concrete and Prefab construction projects (contracting, follow-up work schedule, milestone payments, final receipt).
- Work on an ERP system called OPMS for procurement cycle reporting, approval lines, and monitoring.

Procurement and Planning Engineer (February 2018 – September 2019)

KEPCO PLANT SERVICE & ENGINEERING CO., LTD. (KEPCO)



Main Duties and Responsibilities

- Releasing purchase orders and tracking the delivery schedules.
- Handling the domestic and overseas procurement of goods, spare parts, services, and consumables.
- Prepare the contracts and negotiate with vendors on terms and conditions.
- Receiving the material in coordination with the warehouse keeper and requesters.
- Follow up and track customs clearance and shipping process for overseas procurement.
- Prepare all periodic procurement reports (weekly, monthly, and annually).

Production & Maintenance Engineer (November 2017 – February 2018)



P. Trans Cable Plant – Hemren for Trading and Investment Co., Ltd. (P-Trans Cable)

Main Duties and Responsibilities

- Follow up on production orders and deadlines daily, weekly, monthly, and annually.
- Distribute the orders to production lines with needed raw materials.
- Release the PR to the person in charge based on demand and the scheduled production plan.
- Follow up with production and QC teams to check production plan implementation.
- Follow up warehouse safety stock level to keep the supply chain continuously.
- Select the production line speeds and working hours based on plan and demand status.
- Ensure all production lines are ready for the next shift team's use without interruption.
- Handling any electrical faults or troubleshoots that happened during my shift.

EDUCATION

Bachelor's degree in electrical engineering – Power and Control

Mutah University (2011 – 2017)

Grade: Good, Al Karak, Jordan

SKILLS

SAP, ERP system, Excel, Outlook, Multitasking, Interpersonal, Management, Communication, Leadership, Public relations, Working under pressure, Teamwork.

LANGUAGES

English: Excellent (Reading, writing, and speaking)

Arabic: Native language

CERTIFICATIONS & COURSES

- Ongoing Course – CIPS L4 Certificate in Procurement & Supply Operations
- Certified Supply Chain Management – SCM
- Certified PLC Advance & SCADA WINCC Run Time TIA Portal Program for Engineers.
- Certified Electrical Panels Installation and Software
- Certified IEEE Course in Renewable Energy and Electrical Power
- Certified ISO 45001: 2018 – Occupational Health & Safety Management System Internal Auditor