



## Kassem Ayash

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**Specialized as: Certified Procurement Professional & Manager (CPP\CPPM)**

### PROFILE SNAPSHOT

- ✍ ***Certified Purchasing Professional & Manager (American Purchasing Society-APS)***
- ✍ ***Graduate from Lebanese International University (International Business Management).***
- ✍ Experienced in: *Domestic & International Sourcing, Materials' Management, & Contracts Management.*
- ✍ Self-Motivated, task oriented and efficient, in addition to knowledge of the industry is comprehensive & current.
- ✍ Good at understanding the business processes and requirements, employee engagement activities and optimising the solutions for the business needs.
- ✍ Well organized with a track record that demonstrates self-motivation, creativity and initiative to achieve corporate & personal goals.
- ✍ Ability to leverage techno-managerial skills for delivering the best-fit solutions in daily tasks & long term plans.
- ✍ Gained exposure of multicultural environment through interaction with employees from different ethnics.
- ✍ An effective communicator with exceptional relationship management skills with the ability to relate to people at any level of business and management and excellent team building abilities.

### Objectives

- ✍ As a Procurement Professional I seek code of ethics that recommends buying without personal prejudice, avoiding conflicts of interest, acting honestly and maintaining standards of conduct. In addition, I am confident that my skills are well-aligned with the role, and that I would be an excellent fit for your organization. My skill-set and industry expertise are comprehensive and up-to-date. I make it my top priority to see that job duty is done well and efficiently. Whilst working as a Senior Procurement & Logistics Officer at Rabya For Trading & Agriculture, my career has seen its share of achievements and strategic relations throughout the industry.

## CAREER CONTOUR

### 2013 - with Rabya Trading & Agriculture, Jeddah Saudi Arabia Senior Procurement & Logistics Officer

#### **KEY ACCOUNTABILITIES:**

- ↻ Reviewing the contract documents (Specifications, BOQ, contract agreement, particular conditions, etc...);
- ↻ Prioritizing material procurement;
- ↻ Coordinating with project manager to integrate procurement schedule into project master schedule;
- ↻ Identifying vendors and negotiate commercial /contractual terms in line with main contract T&C's;
- ↻ Determining procurement risks and propose avoidance, mitigation, and acceptance plans.
- ↻ Contributing to value engineering by identifying alternative materials and opportunities;
- ↻ Liaising with the cost control team to manage subcontractor's contract costs;
- ↻ Formulating material and service supply contracts;
- ↻ Mentoring and guide junior procurement officers
- ↻ Participating in projects tendering stage;
- ↻ Preparing supplier evaluation reports and recommendations.
- ↻ Managing materials supply to warehouses and delivery to sites.

### 2008-2012 Alumatek Trading Procurement Officer

#### **KEY ACCOUNTABILITIES:**

- ↻ Negotiating with suppliers on lead-time, cost and quality to obtain the maximum benefit for the company;
- ↻ Analysing and selecting the most capable suppliers of delivering quality products at competitive pricing;
- ↻ Managing suppliers to meet objectives related to cost, delivery performance, schedule and quality;
- ↻ Developing purchasing or sourcing strategies based on supplier referencing study;
- ↻ Defining and maintaining documented category and supplier strategies using market and competitive data;
- ↻ Liaising with suppliers on delivery schedule to ensure on-time deliveries of final product.

## EDUCATION

- ↻ **Certified Purchasing Professional & Manager.**
- ↻ **Bachelor in International Business Management.**
- ↻ **Excel 2010 (Spread sheet) Training at New Horizon Center .**

## IT FORTE

- ↻ MS Office package i.e. Excel, Word and PowerPoint.
- ↻ Knowledge in ERP Software.

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**TRAININGS ATTENDED**

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- ✍ Excel 2010 (Spread sheet) Training at New Horizon Centre.
- ✍ Training of New ERP system by E-promise IT management personnel.

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**Interests & Activities**

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- ✍ Learning new technologies and theories.
- ✍ Into studies of the influence of various cultures at work place and its effects

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**PERSONAL DETAILS**

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- ✍ Contact Address: Jeddah/Saudi Arabia
- ✍ Permanent Address: Jeddah/ Saudi Arabia
- ✍ Date of Birth: 20/07/1987
- ✍ Languages Known: Arabic "Mother Tongue", English "Fluent"