

ABDELHADI JARDALI

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EDUCATION

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| 2014 – 2015 | Kingston University, London, UK
Master of Science (MSc), Logistics and Supply Chain Management |
| 2011 – 2014 | Notre Dame University, Louaize, Lebanon
Bachelor of Business Administration (BBA), International Business Management |

EXPERIENCE

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| Aug 2018 – Present | Procurement Supervisor — Khalife for Marble & Granite (KMG) — Lebanon <ul style="list-style-type: none">• Involved in all aspects of purchasing, negotiations, strategy, and process implementation for procurement and logistics related to goods and services• Ensured the accurate completion of all procurement requests to include the proper documentation of materials and cost expenditures• Negotiated terms and conditions favorable to the company with the suppliers• Minimized risk of operational disruptions while improving the overall business results by forecasting efficiently and ensuring stock• Minimized cost by ensuring minimal non-moving or ageing stock availability• Ensured orders adhere to supplier agreements and contracts while reporting discrepancies and nonconformance• Prepared budget plan on yearly basis and monitored the budget implementation accordingly while providing analysis as requested• Evaluated performance of subordinates on a yearly basis and as per the KPI |
| Dec 2015 – July 2018 | Foreign Procurement Officer — Jubaili Bros (JB) — Lebanon <ul style="list-style-type: none">• Performed reorder review and cost analysis reports by reviewing historical orders and working on forecasting orders• Conducted comparison and price analysis studies against specifications and quality prior to orders' confirmation• Ensured best value for money of offers by maximizing competition among suppliers throughout the bidding process• Enhanced further savings through direct and strategic negotiations with awarded suppliers• Monitored offshore shipments through regular follow up on the orders' status while issuing shipping documents against overseas sister companies and suppliers• Followed import and export shipping arrangements with freight and shipping agencies and companies, by placing orders, obtaining freight offers, studying price fluctuations, tracking orders, and reporting discrepancies, to ensure timely delivery with no extra cost |

CERTIFICATIONS

Feb 2017	Expeditors, Lebanon Certificate of Completion, Logistics Course
Mar 2015	Chartered Institute of Logistics and Transport (CILT), UK Certificate of Membership, Full Time Student Affiliate

KNOWLEDGE & SKILLS

- Solid background in logistics, operations and supply chain management
- Negotiation skills and assertiveness in dealing with external vendors
- Knowledge of ISO 9001 Quality Management System (QMS)
- Organizational, Analytical, and Problem-solving skills
- Knowledge of implementing cost improvements
- Strong verbal and written communication skills
- Knowledge of the tender evaluation process
- Demand Supply Planning skills
- Warehouse Operations
- Distribution Logistics
- Microsoft office skills
- Reporting

LANGUAGES

- Fluency in written and spoken English
- Proficiency in Arabic