

Adel Saeed Al Musaili

Certified Supply Chain Manager CSCM™

Adelsh@mail.com | +966 508 0509 86 | Riyadh, Saudi Arabia
Diploma | Hospital Administration

Career Objectives: *To build a long-term career in supply chain management with opportunities for career growth & enhance my skills in a dynamic professional and staple workplace.*

Skills: Oracle, SAP, Contracts, Logistics, SRM, Logistics, Problems Solving

Total Years of Experience: 10 Years, 2 Months

Supply Chain Supervisor

June 2019 – Present

Management of company supply chain department by oversee and execute all related activities including logistics, purchasing, contracting, tenders, inventory, improve productivity, quality, and efficiency of the supply operations.

Meem Facilities Management

Saudi Arabia – Riyadh

Contracts & Financial Administrator

February 2018 – November 2018

Zain Co

Saudi Arabia – Riyadh

- Work with different levels of personnel within an organization to analyze and solidify an overall contract strategy
- Coordinate actions with internal procurement and legal teams
- Report status of current contract processes to management
- Resolve any existing contract conflicts
- Create language standards and rules for existing and new contracts
- Serve as a liaison between internal and external parties during contract development and negotiation stages
- Negotiate terms, conditions and pricing, and ensure they are accurately executed and satisfied
- Follow up to guarantee contractual payments have been made
- Analyze potential risks that contract changes may pose to the organization
- Liaise with the company lawyers, auditors to review & analyze cases, contracts and invoices to determine risk areas and strengths.

Supply Chain Supervisor

January 2017 - February 2018

Management of company supply chain department by oversee and execute all related activities including logistics, purchasing, inventory, improve productivity, quality, and efficiency of operations & oversee shipping and warehousing.

1881 Coffee Co

Contracts & Agreements Administrator

Airbus Co

July 2013 - September 2016

- Preparation and management of proposals to the customer and all related RFPs, RFQs, POs, LOIs, Subcontracts and financial flow of payments and claims.
- Commercial management of KSA/UK contracts for the provision of equipment and services associated with the National Guard's requirements
- Formulation of Request to Bid Approval (RBA) documentation and the issuing of costed proposals/contracts.
- Monitor sub-contractors' commercial activities - including terms and conditions and price negotiations - to ensure that quality and cost are maintained to enable contractual obligations to be met.
- Identify risks in relation to assigned major contracts/business arrangements and propose responses in line with policies in order to maximize business return
- Act as company's export compliance to ensure all controlled orders are monitored and are aligned with governments and export authorities regulations and requirements.
- Support to the Senior Commercial Manager during negotiations & discussions with the customer and vendors.
- Provide advice and guidance on commercial, contractual and legal issues to facilitate effective business decision-making and the effective resolution of issues and disputes, including customer complaints & requests.
- Provide the required commercial input into Phase Reviews including Commercial Management documentation.
- Initiate, prepare, negotiate, draft and implement of company's EUUs, NDAs, recruitment, services, properties, insurance and legal agreements.
- Prepare weekly, monthly, quarterly, annually reports related to contracts, risk analysis, supply chain management plan, export compliance.

Procurement & Administration Supervisor

CAF Co

May 2012 - June 2013

- Manage and coordinate the procurement of the company's materials, supplies, equipment, and services.
- Supervise purchasing Officers & Buyers, including training in related job responsibilities; assigning and directing work, providing performance appraisals and handling operational within the department.
- Coordinate the work activities of the department.
- Direct the coordination of purchasing departments on all contracts and RFP's to monitor for appropriate contract language and compliance with the company's policies and procedures.
- Review and approve purchase orders and requisitions for accuracy and compliance with the company's purchasing requirements.
- Confer with multiple vendors as to availability of goods, prices, deliveries, discounts, and changes in supplies, materials, and equipment offered for sale.
- Develop, coordinate, and implement improved systems and procedures to ensure centralized purchasing.
- Confer with and assist the maintenance department in developing specifications and selecting appropriate materials and equipment.
- Supervise necessary demonstrations and tests of supplies and equipment.
- Prepare a variety of departmental and financial periodic reports.
- Coordinate on-going documentation and identification of Fixed Assets purchases/disposals in database in order to provide to Finance as requested.

Secretary & Coordinator

National Guard Health Affairs

August 2007 - May 2010

Secretary to CEO, Coordinator of the Medical Committee Chairman, On Duty Director's Manager, Patient Relation's Director & Medical Complaints Committee