

# Ibrahim Al-Khatib

## 11 Years of Experience in Purchasing & Logistics

Nationality:	Palestinian
Visa Status:	Transferable Iqama
Driving License:	Valid
Marital Status:	Married
Date of Birth:	June 1987
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Current Address:	Al-Faisaliah, Jeddah, Saudi Arabia

## Professional Summary

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A competent and highly motivated professional with exceptional experience in Purchasing & Logistics. Seeking a full time position where I can utilize my skills and expertise to contribute to the success and growth of your organization. Possising a passion for excellence, exceptional work ethics, and practical negotiation skills. Recognized as an excellent team player and as someone who maintains a positive attitude when faced with challenges.

## Professional Experience

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Apr 2019 - Present **Purchasing Coordinator** United Yousef Mohammed Naghi, Jeddah

- Negotiated with suppliers for special discounts.
- Contributed to cost reduction goals through better negotiations, planning, and sourcing.
- Responsible for communicating with all parties concerned, including customers, partners, and suppliers (locally and globally).
- Issue the Purchase orders and payment as per payment terms & follow up with supplier till delivery.
- Maintain the all records hardcopies and soft copies.
- Collected quotations prepare the BID analyses (Comparison) send for approvals.
- Maintain the stock for asset and material to supply all sisters' companies as requested from company staff.

Jul 2008 - Apr 2019 **Purchasing & Logistics Agent** Ajwad Hospitality - Labeeb Rest & Marcells, Jeddah

- Assisted the Purchasing Manager on day to day purchasing tasks.
- Managed accounts for new customers.
- Followed up with suppliers to submit purchase orders.
- Monitored the execution of the demand to deliver cycle (PO to receipt).
- Responsible for communicating with global suppliers to coordinate import shipments.
- Responsible for preparing the required shipping documentation and following up with custom brokers for the releasing of shipments.
- Verified invoices against contracts to assure prices/discounts as per the agreement.
- Prepared payable requests and forwarded them to the accounts payable department.
- Followed up with suppliers on credit notes related to returns/display & promotions.

Jun 2005 - Jul 2007 **Sales Resprentitive** Zino Pharma Medical Company, Jeddah

- Promoted the company products and identify leads and prospective customers.
- Followed up with pharmacists, checking stocks and product movements.
- Plan and execute win-win deals and agreements with customers.
- Conducted market research, including updates, opportunities, and competitor risks.

- Monitored the sales order planning to provide accurate feedback to sales staff.

Feb 2004 - May 2005 **Marketing Coordinator**

Al-Ajlan Company, Al-Taif

- Assisted Marketing Managers and Specialists.
- Organized promotional activities for new products/services.
- Assisted in the implementation and execution of successful marketing campaigns.
- Prepared reports by collecting and analyzing sales data.

## Languages

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- Arabic: Native
- English: Proficient

## Key Skills

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- Strong negotiation and decision-making skills.
- Excellent verbal and written communication skills.
- High ability to work under pressure (highly flexible, and adaptable).
- Commitment to get the job done effectively and to the highest standards.
- Willing to help and improve existing processes to simplify and enhance work productivity.
- Ability to work within a team and motivate others.
- Hand-on experience in managing logistical requirements for expansion projects (new branches).
- Solid knowledge of the local market and suppliers.
- Knowledge of ERP systems (SAP, QuickBooks).
- Proficient in Microsoft Word, Excel, Outlook.

## Education

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- 2003 – 2005 English Language Diploma.
- 2003 – 2005 Computer Programming Diploma.

## Training Courses

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- 2003 Microsoft Office.
- 2006 IC3 Digital Literacy Certification.
- 2006 HTML Design & Development.