

# Ahmed Al Khateeb

## **Production & Purchase Manager - Emirates Extrusion Factory**

Dubai

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To serve growth oriented organization where ample scope for utilizing my potential exists and secure a challenging senior management position that will utilise my experience and unique abilities

## Work Experience

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### **Production & Purchase Manager**

Emirates Extrusion Factory - Dubai, AE

May 2016 to Present

Responsibilities:

- Planning and organising production schedules
- Assessing project and resource requirements
- Estimating, negotiating and agreeing budgets and timescales with Managers & MD
- Ensuring that health and safety regulations are met
- Determining quality control standards
- Overseeing production processes
- Re-negotiating timescales or schedules as necessary
- Organising the repair and routine maintenance of production equipment
- Strive to reduce expenses and increase productivity across all product lines
- Ensure all employees follow industry standard health and safety guidelines
- Set ambitious production goals and communicate them to key personnel
- Provide motivation, support and guidance to all employees
- Communicate any problems or obstacles to senior management
- Establish workflow policies that enhance speed and efficiency without compromising product safety or integrity
- Determine amount of necessary resources (workforce, raw materials etc.)
- Approve maintenance work, purchasing of equipment etc.
- Monitor and review the performance of staff and organize necessary interventions for improvement
- Estimate production costs
- Set and manage production budgets
- Develop, lead and execute purchasing strategies
- Track and report key functional metrics to reduce expenses and improve effectiveness
- Craft negotiation strategies and close deals with optimal terms
- Seek and partner with reliable vendors and suppliers
- Determine quantity and timing of deliveries
- Monitor and forecast upcoming levels of demand
- Locate vendors of materials, equipment or supplies, and interview them in order

to determine product availability and terms of sales.

- Control purchasing department budgets.
- Represent companies in negotiating contracts and formulating policies with suppliers.
- Direct procurement policies to ensure all items are purchased and delivered within budget and time constraints
- Work with relevant departments to manage inventory requirements
- Facilitate timely placement of purchase orders
- Review purchase orders for proper authorization and compliance with organizational policy and procedures
- Develop and manage purchasing budgets and forecasts
- Monitor and reduce purchase variances to meet profit objectives
- Produce regular reports on purchase commitments, costs and delivery performance
- Oversee the operations and daily activities of the purchasing department
- Performance manage, develop and motivate purchasing staff
- Direct continuous improvement of purchasing processes in line with changing organizational needs and market conditions
- Negotiating prices and contracts

## **Production and purchase manager**

Emirates Extrusion Factory - Dubai

2008 to Present

Ajman, UAE

TBD In Charge

Responsibilities:

- Studies production schedules and estimates staffing, duty assignments and inventory requirements.
- Helps to develop a process plan including people, resources, equipment, and floor space.
- Applies work procedures to meet production schedules.
- Coordinates manpower requirements by increasing or decreasing personnel and overtime to meet changing conditions.
- Recommends measures to improve production methods, equipment performance, and quality of product.
- Initiates or suggests plans to motivate workers to achieve work goals.
- Maintains time and production records.
- Performs activities of workers supervised.
- Interprets company policies to workers and enforces safety regulations.
- Responds to grievances in conjunction with facility HR and Production Manager, and works with subordinates and Production Manager to discuss and eliminate problems.

## **Project Manager during the installation of 1560MT capacity**

Aluminium Extrusion Press - Abu Dhabi, AE

2017 to 2017

This press was from Cometal Italy

Information

## **Purchase Manager**

Emirates Extrusion Factory - Dubai, AE

2010 to May 2016

Responsibilities:

- Develop, lead, and execute purchasing strategies
- Craft negotiation strategies and close deals with optimal terms
- Monitor and forecast price and market trends to identify changes of balance in buyer-supplier power
- Monitor and forecast upcoming levels of demand
- Seek and partner with reliable vendors and suppliers
- Determine quantity and timing of deliveries
- Draft, review contracts, and modify terms and conditions; express ideas clearly and concisely both orally and in written form
- Build and maintain good relationships with new and existing suppliers
- Negotiate and agree contracts, monitoring the quality of service provided
- Process payments and invoices
- Keep contract files and use them as reference for the future
- Develop strategies to make sure that cost savings and supplier performance targets are met - or exceeded
- Forecast price trends and their impact on future activities
- Keep a constant check on stock levels
- Develop a purchasing strategy
- Produce reports and statistics on spending and saving
- Ensure suppliers are aware of business objectives
- Attend meetings and trade conferences

## **Project Manager during the installation of 1560MT capacity**

Aluminium Extrusion Press

2016 to 2016

number 3 and 450MT capacity of horizontal Powder coating line 2 in Emirates Extrusion, Dubai. The Press machine was from Cometal Italy and Powder Coating line was from Cisart, Italy.

## **Project Manager**

Anodising Plant - Abu Dhabi, AE

2016 to 2016

## **Project Manager during the installation of 1560MT capacity**

Aluminium Extrusion Press - Dubai, AE

2015 to 2015

This press was from Cometal Italy

## **Auditor Retroacted**

Al Bayan Newspaper - Dubai, AE

2005 to 2008

Responsibilities:

- Responsible for receiving the newspaper retroacted.
- Making the special reports about the retroacted newspaper.
- Responsible for receiving money for the annual subcriptions from the consumer

- Documents filing

### **Production and purchase manager**

Cazareen Cloths Factory

2000 to 2004

6th of October, Egypt

Purchasing In Charge

Responsibilities:

- Responsible for all purchasing including furniture, operating machines, chemicals etc
- Planning and reporting the monthly purchasing budget effectively.
- Keeping good relation with the suppliers
- Developing a network of new suppliers to get the best prices from them

### **Cashier**

Dubai Transport - Dubai, AE

January 1998 to January 2000

Responsibilities:

- Responsible for receiving and depositing money to the bank.
- Following up with the drivers and resolving their issues.
- Preparing financial reports on daily basis.

### **Public Relations Officer**

Alymamah Company - Dubai

October 1993 to December 1997

Responsibilities:

- Responsible for coordinating and liaising between the company and Government organisations / authorities and provide a key inter-face between the two.
- Provide quick, efficient and reliable services for all Government related jobs such as Employment Permits, Entry Visas, Medical Examinations, miscellaneous jobs related to Immigration, Ministry of Labor & Consulates, and Business Licences to the company and its group, adhering to the regular amendments in rules and regulations within very short notices.
- Respond effectively to the demands of the Businesses, employees and their families to assist them on all government related services

## Education

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### **Bachelor's**