**Muhammad Saad**

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**Summary**

Procurement Leader with 13+ years of experience of all procurement categories. Expertise in cost reduction, vendor management, Negotiations, and process optimization, achieving a 20% reduction in procurement costs. Skilled in forecasting, data analysis, and supply chain efficiency to drive organizational success.

**Work Experience**

 **Nov 2022 – Jan 2025 Director of Procurement**

 Petro Amir Petroleum Company – Cairo, Egypt

* Led a team of 7 procurement Employees, improving team productivity by 35% through training and performance management.
* Negotiated contracts with key suppliers, reducing procurement costs by 20% and achieving annual savings.
* Managing the procure-to-pay process including requisitioning, purchasing, receiving, invoicing, and paying for goods and services
* Established long-term partnerships with key vendors, securing favorable terms and enhancing product quality.

**July 2018 – July 2022**

**Procurement Manager**

 Petro Amir Petroleum Company -Cairo, Egypt

* Developing strong relationships with local & international vendors.
* Ensuring the timeless and effectiveness of goods and services
* Finalizing purchase details & approving purchase orders
* Forecasting to predict future demand for goods, services &purchase requests
* Reduced costs by 20% by streamlining procurement processes and negotiating with suppliers.

**July 2015 – July 2018**

 **Senior Procurement Specialist**

 Petro Amir Petroleum Company -Cairo, Egypt

* + - Meeting the purchasing needs of all departments (Local &Foreign).
		- Managing Tenders & RFQ process from MR & commercial evaluation to PO.
		- Handling all purchasing categories & specs (Construction, Plumping, mechanical, IT, automotive, FMCG, Building materials, electronics, chemicals, equipment, etc...)
		- Following up with suppliers concerning delivery times
		- Handling Logistics, transportations & materials collection

**Jan 2012 – July 2015**

 **Procurement Specialist**

Petro Amir Petroleum Company -Cairo, Egypt

* + - Processing payments and invoices.
		- Managing & Updating Vendor List.
		- Materials Requisitions& Purchase Orders Register.
		- Negotiate with suppliers for best deals

 **March 2009 – Jan 2012 Warehouse Supervisor**

Vegas Oil & Gas Company-Hurghada ,Egypt

* Control and manage inventory.
* Supervised warehouse operations and coordinated logistics.
* Implemented an inventory management system, resulting in reduction of misplaced items by 15%.
* Prepare weekly reports for the inventory.
* Supervise Heavy Equipment & Transportations in the field

**Education**

 **Bachelor Degree in Commerce**, Suez Canal University -2008 , Egypt , **3.5 GPA**

 **Sales & Marketing Diploma,** The American University in Cairo (AUC) – 2012 , **Grade: B+**

## Skills

* Team Leadership
* Strategic Sourcing & Procurement Management
* Commercially a& Accounting aware
* Vendor Negotiations & Relationship Management
* Cost Reduction Strategies
* Forecasting, Spend Analysis & Inventory Management
* SAP ERP & Microsoft Office

**Trainings Courses**

* Home & Office Safety (AGTC) -2012
* Supply Chain Management (OGS) -2014
* Emotional Intelligence (OGS) -2020

**Language**

* **Arabic** (Native)
* **English:** (Fluent)

**Personal Data**

**Nationality:** Egyptian  **Marital Status:** Single  **Date of Birth:** 27/07/1987

**Visa**

* Visit Visa – March 2025