



# Mohammed Amine BELKACEM

Commercial Manager | Oil & Gas Procurement

*"Driving Excellence in Energy Procurement"*

Algiers, ALGERIA ☎ +213 555 636 737 @ a\_belkacem@yahoo.fr in: Mohammed Amine BELKACEM

## EDUCATION

### MSc INTERNATIONAL BUSINESS

2010 – 2012

Robert Gordon University

Aberdeen | United Kingdom

### GRADUATE CERTIFICATE IN BUSINESS MANAGEMENT

2008 – 2010

Robert Gordon University

Aberdeen | United Kingdom

### HNC INFORMATION TECHNOLOGY

2008 – 2009

North East Scotland College

Aberdeen | United Kingdom

## LANGUAGES

Arabic..... Native  
French ..... Native  
English ..... Advanced

## EXPERTISE

### Supplier Relationship Management

Building and maintaining strong relationships with suppliers to ensure reliability and performance.

### Market Analysis

Conducting thorough market research to identify potential suppliers and evaluate industry trends.

### Regulatory Compliance

Ensuring that procurement activities comply with industry regulations and company policies.

### Project Management

Coordinating procurement activities with project management to align with operational goals.

### Cross-Functional Collaboration

Working closely with internal teams, including finance, legal, and operations, to ensure procurement aligns with business objectives.

### Data-Driven Decision Making

Utilizing data analysis to inform procurement strategies and enhance decision-making processes.

## PROFILE

Experienced Commercial Manager in the oil and gas industry. Skilled in finding the best suppliers, negotiating contracts, and managing supplier relationships to save costs and improve supply chain performance. Excellent at handling important contracts and procurement tasks in complex and changing environments, with a strong understanding of industry rules and regulations. Proven ability to manage risks and control costs effectively. Strong leader with experience in managing teams, projects, and improving processes to make procurement more efficient and meet business goals.

## WORK EXPERIENCE

### OIL & GAS COMMERCIAL MANAGER / OCT 2023 – PRESENT

The National Company of Civil Engineering and Building | Algiers, Algeria

- Leading teams of engineers and commercial staff at factories to carry out procurement activities, e.g., inspection of petroleum equipment, compliance with required standards and storage conditions, and approval and dispatch of the project.
- Handling price negotiations with commercial teams to reach mutually beneficial, and win-win agreements.
- Evaluating and managing company resources, e.g., the material and equipment, required for the completion and realization of the projects.
- Drafting technical specifications and requirements for tenders, and ensuring compliance with high standards.
- Managing ongoing national and international tenders, consultations, and purchase orders.
- Negotiating, drafting, and monitoring contracts with suppliers, and ensuring compliance with contractual terms. Also, identifying and regularly evaluating potential new suppliers.
- Monitoring and enhancing performance indicators in terms of delivery times, product availability, and approval times.
- Analyzing procurement options and selecting solutions based on cost, quality, and delivery times.
- Supervising order reception and verifying compliance until delivery on-site, including preparing provisional reception minutes.
- Preparing daily reports on the progress of procurement files for rigorous monitoring.
- Applying in-depth knowledge of the technical specifications of materials to ensure compliance with project needs and industry standards.

### OIL & GAS COMMERCIAL MANAGER ASSISTANT / JAN 2019 – SEPT 2023

EURL SOFERIDE MPE, OIL & GAS SERVICES | Boumerdes, Algeria

- Drafted, reviewed, and managed contracts with clients, suppliers, and service providers.
- Tracked contract milestones, renewals, and amendments to avoid potential risks or delays.
- Built and maintained positive and long-term relationship with suppliers and clients.
- Expanded the client and supplier bases.
- Prepared tender documents, ensuring compliance with technical, legal, and financial specifications.
- Assisted in sourcing, evaluating, and managing relationships with suppliers.
- Tracked invoices, payments, and financial milestones for ongoing contracts.
- Maintained accurate records of contracts, project timelines, and financial transactions.

### TRANSPORTATION AND DISTRIBUTION MANAGER / JUL 2015 – JAN 2019

SARL MICHKAT-YAF, Transportation, Distribution & Logistics | Boumerdes, Algeria

- Managed the whole transportation and distribution processes.
- Optimized delivery routes, schedules, and transportation methods, and overall efficiency.
- Conducted thorough inspections of transportation vehicles and implemented rigorous safety protocols for drivers, particularly for hazardous materials.

PROFESSIONAL SKILLS

Highly Competitive  
Great Communication Skills  
Easy Going Attitude  
Collaborative with Teams  
Out of the Box Thinker

COMPUTER SKILLS

Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)  
File management (creating, saving, organizing files)  
Google Workspace (Docs, Sheets, Slides, Drive)  
PDF software (Adobe Acrobat).  
Email clients (Outlook, Gmail)  
Collaboration tools (Microsoft Teams)

PERSONAL INTERESTS

Fitness and Exercise  
Technology and Gadgets  
Volunteer Work  
Outdoor Activities  
Socializing and Networking

REFERENCES



Mr. Abdelghani BENDJEBBA  
CHAIRMAN & CEO  
The National Company of Civil  
Engineering and Building  
Tel: +213 661 650 715  
Email: [contact@gcb.dz](mailto:contact@gcb.dz)



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- Collaborated closely with supply chain, procurement, and operations partners for a smooth and timely distribution of products.
- Developed a budget for transportation and distribution, and tracked expenses related to fuel, maintenance, logistics services, and personnel.
- Cultivated strong relationships with third-party logistics providers and transportation contractors, negotiating favorable terms and ensuring service excellence.
- Monitored and evaluated logistics provider performance against deadlines, quality standards, and safety requirements to maintain operational integrity.
- Supervised diverse teams of drivers, logistics coordinators, and transportation staff, providing guidance, training, and performance evaluations to foster a high-performing team culture.

COMMERCIAL MANAGER - CONTRACTS AND TENDERING UNIT/ FEB 2014 – JUL 2015

The National Company of Civil Engineering and Building | Algiers, Algeria

- Reviewed and edited contracts and agreements for procurement, vendor partnerships, and project collaborations.
- Managed the complete contract lifecycle from initial creation to execution and final closeout.
- Maintained an efficient approach to managing contracts, and effectively tracking key milestones, deadlines, and obligations.
- Handled timely renewals, amendments, and extensions of contracts, ensuring compliance with all terms and conditions.
- Worked closely with the legal team to ensure contracts were legally binding, and addressed potential risks and minimizing exposure to legal issues.
- Collaborated with procurement, finance, and project teams to gather necessary information for contract drafting, ensuring alignment with operational goals.
- Addressed contract disputes and assisted in managing claims or legal issues.
- Provided timely updates to project managers on contract status and upcoming deadlines,
- Enhanced coordination and collaboration to finalize and execute the contracts.

COMMERCIAL EXECUTIVE ASSISTANT/ JAN 2013 - FEB 2014

El Aurassi Hotel Management Company| Algiers, Algeria

- Collaborated with key clients, organized meetings, responded to commercial requests, and promoted customer relationship management.
- Communicated continuously with the marketing team to promote the hotel's services and assisted in the implementation of new commercial strategies.
- Involved in negotiating contracts with clients, suppliers, and business partners.
- Assistant in organizing corporate events, conferences, or seminars at the hotel.
- Engaged with other hotel departments (such as reception, catering, and accommodation services) to ensure customer requirements were met.

PROJECTS & CONFERENCES

PROJECTS

- |   |                         |
|---|-------------------------|
| ▪ Leading the Ouhanet Flared Gas Recovery Project | In Amenas, Algeria      |
| ▪ Leading the EPCIC for HBR Development Phase 1B  | Hassi Messaoud, Algeria |
| ▪ Managing the RGTG Flared Gas Recovery Project   | In Amenas, Algeria      |
| ▪ Managing the 24" CIS HEH Project                | Hassi Messaoud, Algeria |
| ▪ Managing the HASSI R'MEL BOOSTING III PHASE II  | Hassi R'Mel, Algeria    |

CONFERENCES & EXHIBITION ATTENDED

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|---|--------------------------|
| ▪ North Africa Energy & Hydrogen Exhibition and Conference    | October, 2024   Algeria  |
| ▪ International Exhibition of Industrial Synergy of Oran      | June, 2024   Algeria     |
| ▪ PETROAFRICA Oil, Gas, Energy and Service Exhibition         | June, 2024   Tunisia     |
| ▪ North Africa Energy & Hydrogen Exhibition and Conference    | November, 2023   Algeria |
| ▪ Abu Dhabi International Petroleum Exhibition and Conference | November, 2022   UAE     |