

Feras Omar AL Zou'bi

Procurement Manager (Industrial & Constructions).

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- **Education Certificate:**

BA. Business Networking & Systems Management from: Philadelphia University / Jordan (2000-2004). ***Rating:** (Good).

- **Personal Information:**

Date & Place of Birth: Apr.21,1982 / Jeddah - Saudi Arabia

Nationality: Jordanian

Current Address: Amman – Jordan

Marital status: Married, with three children

- **Work Experiences:**

- **Free Lancer** / Private Works. (Jordan) Dec. 2019 – Up to date
- **Procurement & Logistics Manager.** (Jordan) July, 2017 – Dec, 2019
@ **Pine Tree Co.** (Qualify Industrial Zone). www.pinetree.com.jo
- **Projects Procurement Manager (PPM).** (Dammam KSA) Nov, 2013 – Jun, 2017 @
Shade Corporation Ltd. www.shadeco.com
- **Procurement & Logistics Manager.** (Jordan) Sep, 2009 - Sep, 2013
@ **Technological Ind. Group Co. TIG** www.techno-grp.com
- **Procurement & Logistics Officer.** (KSA & UAE) July, 2004 – Aug, 2009
@: **GISCO Ltd. (Wholesaler & Industries)** www.gisco-uae.com

- **Tasks & Required Duties:**

A. Procurement Management:

Required Procurement Procedure: which include the documents & steps: (RFQ, Quotation & Offers, Draft & Final P.O. Reports of: Analyses & Comparisons, Timely Reports, Management Reports, Market's Study & Feedback Reports.

B. Logistics Management:

Required Logistics Procedure: which include the documents & steps: (Shipment costs, Container's details: FCL 20' & FCL 40' with its units & cases details, All (Packing List, B/L, Exporting, Customs, Health) Documents, such as: All Certificates of: Export, Origin, Health, Steaming & Free of Sales & Delivery Terms.

C. Warehouses Management Features:

1. Applicant the Inventory principle of FIFO & following the balance of each items & monitoring its minimum quantities for the materials with high circulation rate.
2. Supervision all classification processes, Numbering, Coding & Warehouse arrangement.
3. Following all processes of entering & transferring a materials from the suppliers to the end users according to the provision of all required bonds & vouchers (Receipt & Disbursement).
4. Following up & monitoring the BDD for the consumables & sensitive food materials, also ensuring the required temperatures for each item, based on its nature & features of stocking.

D. Financial Management Features:

Ability to manage all financial side, by the following concepts:

- * Payment Terms: P/I (Proforma Invoice), Commercial Invoice, Swifts of Draft & Final T/T, LC's.
- * Loan side: Brands & Exclusive Agencies & Ownership Certificates.

E. Business Relations Management:

Ability to build a strong relations with our suppliers by doing the official communications to update all details such as the price, or by direct visits for more checkup, or by Invitations & presentation attends.

As and travel many times to the sites of suppliers & Factories to: [China, India, Turkey, Lebanon, Egypt & GCC.](#)

● **Skills & Qualifications:**

- Ability to work under ISO 9001 Standards for the management works & the task applications.
- Familiarity to use the Systems of SAP, ERP Systems & MS-Office in my tasks & Duties.
- Ability to lead the team work in supply chain department, regardless of the available employee number.
- Speaking, reading, writing & communicate in English.
- Possessing of all communication skills with the external & internal parties, with ability to work under pressure & for extra hours, depend on the job requirements.
- Working within one team in the institution, and Possessing travel skills & visit the local & international organizations & Exhibitions Attending.
- Ability to represent the institution in international conferences & forums.
- Possessing the negotiating skills & ability to get the best offers from the suppliers, as well as in presenting the offers to the institution's clients.

● **Training & Courses:**

- ✓ English Language Course (Advanced level) in Al-Bassam Institutions in Dammam – KSA.
- ✓ Supply Chain Management in Amman Chamber of Commerce in Amman - Jordan.
- ✓ Inventory Management Course in Gulf Studies Center in Khobar - KSA.
- ✓ Accounting Managerial Course in Al-Waseet Financial Center in Dammam - KSA.

● **Hobbies:**

- Read a Novels & Historical Stories.
- Travel & Tourism to New Places.
- Visit the Museums & Monuments.
- Swimming, Playing Chess & Video Games.