



# Ahmed Sobhy Elkholy

Procurement Coordinator

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Ex Accountant and currently Supply Chain Professional with 4+solid years of experience in Procurement of chemicals for the Paints and Coatings industry, Expertise in Sourcing, cost analysis, vendor management, corporate policies, and financial statements. Managing a 60 Million SAR Imports portfolio in my current company.

## WORK EXPERIENCE

### Procurement Coordinator - Imports

#### Sigma Paints 🌐

03/2017 - Present

Dammam, Saudi Arabia

Sigma Paints is recognized as one of the leading forces in the Decorative, Marine and Protective coatings market in the Middle East

##### Tasks

- Handling the Source-to-pay (S2P) and the procure-to-pay ( P2P ) process including enterprise resource planning systems.
- Analyze business supply needs and ensure the business is getting the best possible material in a timely and cost-effective manner, supporting speciality products and meeting forecasted needs.
- Preparing purchase orders, Follow up on acknowledgment and confirmations of orders.
- Assessing costs, resolving pricing conflicts and negotiate vendor and supply prices.
- Maintain positive working relationships with strategic suppliers to schedule and track deliveries or to discuss shortages or missed deliveries, order changes or cancellations.
- Observing the customs clearance, following up the status of transactions, and recover the value of customs exemptions.
- Maintaining and continuously updating shipment control files, Orders database and ensuring proper documentation.

### Accountant

#### Mishnan Group

06/2015 - 03/2017

Dammam, Saudi Arabia

Mishnan Group was established in 1977, as a fast growing contracting services company specialized in dealing mainly with the oil Industries.

##### Tasks

- Performing general accounting functions, including preparation of journal entries and double-entry bookkeeping (IFRS).
- Reconciling multiple bank accounts.
- Reconciling accounts receivable details and analyzing and reconciling accounts payable ledgers.
- Preparing fixed assets records and depreciation.
- Monitoring accruals and prepayments.
- Summarizes current financial status by collecting information for preparing balance sheet, profit and loss statement, and other reports.

## EDUCATION

### Bachelor's Degree In Accounting

#### Faculty Of Commerce - Tanta University

09/2009 - 05/2013

Tanta, Egypt

##### Courses

- Accounting
- Finance
- Economics
- Business Administration

## SKILLS

Analytical Skills

Team Work

Attention To Details

Six Sigma

Time Management

Negotiation

Presentation Skills

SAP MM

Supplier Management

Financial acumen

Contract Management

Supply and Demand Analytics

Global Sourcing

Cost Analysis

## ACHIEVEMENTS

### Cost Saving On Raw Material Purchases (2019)

As part of the team we achieved total saving 6,475,633 SAR over raw material purchases of 115,645,896 SAR

## CERTIFICATES & COURSES

### Supply Chain Management Specialization (08/2020) 🌐

Online Course offered by Rutgers the State University of New Jersey on "Coursera" completed the following courses: Supply Chain Operations, Supply Chain Logistics, Supply Chain Sourcing, Supply Chain Planning, and Supply Chain Management Strategy.

## LANGUAGES

English



Arabic



## INTERESTS

Reading

Watching documentaries

Travelling