

AHMED HAMEED AL OBAID

Al Muheet street 🏠 ٢٨٦٤

0500502661

Ahmed.obaid11@yahoo.com ✉



OBJECTIVE

Highly organized, well informed, goal-oriented person interested to be part in a dynamic professional environment with a company that acknowledge Professional work where my skills and experiences utilized to benefit both organization and me.



EDUCATION

ACCOUNTING DIPLOMA | COLLEGE OF TECHNOLOGY, TECHNICAL AND VOCATIONAL TRAINING CORPORATION **2022**

SALES AND MARKETING DIPLOMA | AL GURAYAT CHAMBER OF COMMERCE TRAINING AND DEVELOPMENT CENTER **2019**

ENGLISH LANGUAGE DIPLOMA | UNIVERSITY OF PITTSBURGH, USA **2014**



EXPERIENCE

ACCOUNTING SKILLS **2022**

- Capable to enter the accounting transactions through the ERP system (SAP)
- Documents financial transactions by entering account information.
- Recording day to day financial transactions and completing the posting process.
- Assist in preparing the final financial statements and other financial reports.
- Assist in the internal control and auditing.
- Implementation of accounting work on the computer.
- Assistance in inventory and covenant.

PURCHASE SPECIALIST | SHIFA RAHIMA MEDICAL CENTER / REVIVE MEDICAL CENTER 2021 - 2022

- Develop and implement purchasing strategies.
- Manage vendor relations and negotiating contracts, prices, timelines, etc.
- Maintain supplier database, purchase records, and related documentation.
- Continuously compare product prices and service quality to ensure a company gets the best deals on purchased products/services.
- Managing the maintenance of medical equipment and machinery.
- Ensure that all procured items meet the required quality standards and specifications.
- Direct and supervise the purchasing activities to ensure effective performance of job duties.
- Supervising staff, allocating tasks, and guidance the new employees in purchasing department (TAMHEER TRAINER).

- Conducts performance evaluations that are timely and constructive.
- Handles discipline and termination of employees in accordance with company policy.

REGIONAL BRANCHES SUPERVISOR AND RETAIL STOCK COORDINATOR | GENERA AUTOMOTIVE CO. (GASCOL) 2015 - 2020

- Operate SAP System (Purchasing, Coordinating, and Invoicing)
- Prepare Purchase Orders and Ensure its Timely Delivery
- Research for Potential Vendors
- Compare and Evaluate Offers from Suppliers
- Negotiate Contract Terms of Agreement and Pricing
- Manage Approval Process for Requisitions
- Prepare MRP Orders (Material Replacements Planning)
- Coordinate with Warehouse:
 - o Monitor Stock Levels and Place Orders as needed
 - o Review Quality of Purchased Products
- Maintain Updated Records of Purchased Products and Delivery Information

MEDICAL STOCK COORDINATOR | SAMIR GROUP CO. (CODAK) 2010 - 2012

- Prepare Quotation for Medical Equipment and its Consumables
- Coordinate between the Company and Hospitals to ensure On-Time arrival of Required Items
- Prepare Required Documents related to the Governmental Tenders
- Purchase Details including: Vendors Information, Invoices, and Pricing to Internal Databases (Oracle System)
- Drive the Procurement Process and Ensure all Scheduled Milestones are met
- Track Purchase Orders and Generate Reports using Microsoft Excel
- Conduct Medical Equipment Inventories

CHEMICAL STOCK COORDINATOR | AI-HAMMADI DEVELOPMENT & INVESTMENT CO. (ARAMCO WAREHOUSE IN SHEDGUM) 2009 – 2010

- Review of Delivered Items and Manage the Requisitions Approved by Authority
- Issue Updated Inventory Records (Including Daily Shipments)
- Coordinate Regular Inventory Reviews to Prevent Overstocking
- Enter Order Details (, quantities, prices)



KEY SKILLS

- Excellent Verbal and Written Correspondence with Good Communication Skills in English and Arabic
- knowledge of SAP Software, MRP, Inventory, and Invoicing
- Strong Knowledge of Excel and Google Sheet
- Time Management, Organization, and Coordination Skills
- Strong Interpersonal and Stress Tolerance Skills
- Teamwork and Leadership Skills
- Motivation Driven and Enthusiastic to Learn

Updated on 30/06/2022