



## **WALEED OSMAN A.MAGED**

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### **SUMMARY**

I am a highly committed procurement and purchasing professional of over nine years' experience designing and delivering effective purchasing strategies and plans. My work experience has given me the edge, exposure and advantage to be applicable at this era of change in my country.

### **EDUCATION AND PROFESSIONAL CERTIFICATES**

- 2004- BA in Political Economy, The American University in Cairo, Egypt
- 2010- Certificate in Marketing –London Chamber of Commerce and Industry
- 2014- Certificate in Ethical procurement and supply- Chartered Institute of Purchasing and Supply (UK)

### **KEY SKILLS**

- Designing and executing far-reaching effective strategic purchasing strategies
- Effective presentation, negotiation, problem solving and general communications skills
- Project management and Supply market analysis
- Relationship management and Supply management

### **CAREER HISTORY**

#### **FAST CONSORTIUM- Riyadh Metro Project, KSA**

Dates: February 2017 – April 2019

Position: **Procurement Officer**

FAST consortium is one of three consortia commissioned to build the Riyadh Metro- the world's largest public infrastructure project. The consortium is led by Spanish construction group FCC and includes partners Samsung C&T, Alstom, Strukton, Freyssinet, Atkins, Tyspa and Setec.

#### **Key Achievements:**

- Establishing a nonexistent Procurement Department by researching potential vendors, selecting suppliers, designing the processes and procedures and ensuring all FAST employees are educated on how to request procurement services
- Building and maintain good relations with the suppliers.
- Purchasing different products that are essential for our company's day-to-day operation for all FAST HQ departments and stockholders
- Negotiating contract terms of agreement and pricing in cooperation with legal department.
- Assisting different departments in planning their annual needs.
- Organizing weekly, monthly and annual meetings, and VIP visits and events
- Monitor stock levels and place orders as needed
- Coordinating with the finance department in collection, organization, and archive of invoices and payments
- Data Handling including documenting, and maintaining accurate records of purchases
- Supervising FAST's fleet of cars

- Coordinating with General Services Department the maintenance of FAST HQ offices and facilities
- Interacting with all levels of employees across the organization incl. top level management to identify their needs
- Prepare reports on purchases, including cost analyses
- Entering order details (e.g. vendors, quantities, prices) into internal databases

#### **Abdel Moniem Medical Industries (CIMA), Sudan.**

Dates: August 2005 – January 2017

Position: **Deputy Procurement and Purchasing Manager**

CIMA is one of the top 10 local pharmaceutical manufactures in Sudan with a \$10 Million annual turnover and over 100 employees. Some of the suppliers I am currently managing includes: Colorcon-UK, ACG Associated capsules Pvt Ltd –India, Romaco- Italy, THOSCO (THODE+SCOBEL)- Germany, BASF-Germany and Oman Chemicals- Oman.

#### **Key Achievements:**

- Built strong relationships with external suppliers which resulted in a reduction in total purchasing expenditure of 10%
- Increased CIMA's annual production rate by 30% through purchasing machinery from India's largest manufacturers
- Assisted in developing the R&D department by purchasing different raw materials and machineries, which led to the increase of the company's product by 25%
- Assisted in purchasing machineries for new line, which will increase the company's revenue by 35%
- Attended the CPHI Annual Pharmaceutical exhibition in India on behalf of CIMA to promote our products

Dates: December 2011 – October 2012

Position: **Acting Procurement and Purchasing Manager**

#### **Key Achievements:**

- Supervised the renovation of the laboratory and the factory which resulted in the increase of CIMA's ranking among the local market
- Created the company's first structured procurement and purchasing process system ensuring timely responses to suppliers, compliance and best services provided.
- Supervised the maintenance of CIMA's fleet cars and created the company's first maintenance log. This increased the efficiency of the fleet by 15%

Dates: December 2007 - December 2010

Position: **Procurement and Purchasing Assistant**

#### **Key Achievements:**

- Increased number of foreign suppliers by 70%
- Created the company's first reporting system
- Attended the CPHI annual Pharmaceutical exhibition in China on behalf of CIMA to promote our products

Dates: August 2005 – August 2007

Position: **HR Coordinator**

#### **Key Achievements:**

- Created CIMA's first HR filing system
- Assisted in creating CIMA's orientation booklet
- Created employee's monthly evaluation form
- Created Job Description's for different positions and levels.

Employer: **Orientry, Cairo, Egypt**

Dates: May 2004 – February 2005

Position: **HR Assistant**

Orientry was Egypt's first ever-Online Business Directory allowing businesses to locate customers, suppliers, and other businesses.

**Key Achievements:**

- Participated in the setting of the company's HR strategy, annual and monthly plans
- Managed the process of job analysis and set job specifications accordingly
- Managed the recruitment process including via recruitment and advertising vendors and interviewed & selected candidates which resulted in recruiting 12 employees

**TECHNICAL SKILLS & LANGUAGES**

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- MS Word, MS Excel, MS PowerPoint, Social Media, and Internet
- Arabic (Mother Tongue) – fluent in speaking, reading and writing
- English – fluent in speaking, reading, and writing

**REFERENCES**

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- Available upon request