

Munther
Ebrahim
Kamalalddin



Nationality: Bahraini

Place & Date of Birth:
Manama, 02-12-1991

— **Contact** —

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— **objective** —

I am a competent supply chain coordinator with 6+ years of work experience within the industry. I am looking for a position where I can use my knowledge and skills to their full potential, and contribute to the organization.

Buyer, Purchasing Department
Bahrain Aluminium Extrusion Company (BALEXCO)

Aug 2014 – Jan 2020

- Issuing purchase inquiries to vendors.
- Evaluating vendors' performance (e.g. quality of supplies / services, adherence to schedules).
- Evaluating quotations and preparing techno-commercial comparative statement / bid tabulation.
- Preparing purchase recommendations.
- Developing appropriate sources of supply and maintaining cooperative working relationships with vendors.
- Preparing and processing purchase forms (e.g. purchase requisitions, purchase orders).

— **Skills** —

Language Skills:
Arabic (Native), English (Fluent).

PC Skills:
Microsoft Word, Excel, Power Point.

Personal Skills:
Teamwork, working under pressure, problem solving, communication & organisation skills

Trainee, Recovery Department
Takaful International

Jan 2014 - May 2014

- Processing and verifying invoices to ensure accurate and timely payments.
- Contacting debtors to agree on debt recovery plans and follow up.
- Documenting daily recovery activities as per recovery process guidelines.
- Recording information about financial status of customers and status of collection efforts.

— **Work Experience** —

Supply Chain Coordinator, G.S.S. (Global Supply & Sourcing)
BMMI

Jan 2020 - Present

- Manage prompt and effective response process specific to receipt of inquiries/ RFQ's.
- Manage and monitor delivery schedules for on time and complete delivery.
- Assist in the prompt and effective response process specific to procurement quotations and per terms & conditions of RFPs.
- Administer and assist in procurement and supply chain of products and services and control inventory levels within set parameters in order to minimize delay in deliveries.
- Negotiate competitive rates, maximize margins and discounts from suppliers and prepare competitive proposals.
- Support in the acquisition of competitive rates and quality products to ensure business growth and customer satisfaction.

Service	Academic Qualifications	
Treasurer Volunteer at Bahrain Democratic Youth Society (2017 to present)	Masters Of Science - Procurement, Logistics and Supply Chain Management University Of Salford (Ongoing)	2021 - Present
Library Assistant Volunteer at Jidhafs Library (2008)	Bachelor of Business (Accounting) GPA 3.02 Bahrain Polytechnic	2009 - 2013
	Secondary School General Certificate (Commerce) GPA 92.5% Al Naim Secondary School, Bahrain	2006 - 2009
Interests	Professional Certificates	
Football, reading, swimming.	Customs Clearance License Customs Clearance Institute, Bahrain	Apr 2019
	CPA Auditing & Attestation Section The American Institute of Certified Public Accountants (AICPA)	Nov 2015
	Courses	
	Fire Fighting Civil Defence School, Bahrain	Aug 2015
	First Aid Bahrain Red Crescent	Jun 2015
	Supply Chain Management & Purchasing Methods Human Performance Improvement Institute, Bahrain	Apr 2015
	CPA preparatory course Bahrain Institute of Banking & Finance	2014 - 2015
	Teamwork & Team Building National Institute for Industrial Training, Bahrain	Dec 2014
	English Language Courses Anglo Continental, UK The British Council, Bahrain	1998 - 2008