



Abdullah A. Hameed

Supply Chain & Inventory
Specialist / Procurement Expert

CONTACT

+973 3721 5397

hameedabdullah230@gmail.com

<https://www.linkedin.com/in/abdullah-a-hameed/>

Hidd, Al-Muharraq, Bahrain

EDUCATION

Bachelors

University of The Punjab
2016-2018

SKILLS

- Communication
- Problem-solving
- Attention to detail
- Time management
- Adaptability
- Technical proficiency
- Negotiation
- Multitasking
- Analytical skills
- Inventory management
- Supply chain & Logistics

WORK EXPERIENCE

Supply Chain & Inventory Specialist / Procurement Expert

BRC Weldmesh (Gulf) W.L.L. Bahrain

March 2023 - Current

- Streamlined supply chain operations, resulting in a 20% decrease in delivery time and a 15% increase in customer satisfaction
- Assisted the management team with inventory tracking and ordering, resulting in improved supply chain efficiency
- Developed and implemented a strategic procurement plan that reduced inventory levels and improved supply chain efficiency
- Tracked and monitored inventory levels in multiple warehouses in real time, allowing for proactive supply chain management
- Coordinating the efficient movement of goods, from planning and scheduling shipments to overseeing transportation & distribution to ensure a seamless and timely delivery process.

Purchase Specialist

Octalpa Business Solutions LLC, Dubai, UAE

May 2022 - Feb 2023

- Resolved discrepancies between invoices and purchase orders, resulting in accurate payments
- Processed and tracked invoices, purchase orders, and other payments to ensure accuracy and timely processing
- Negotiated with vendors to secure the best purchase terms that resulted in significant cost savings
- Developed and implemented a cost-saving process for purchasing office supplies, resulting in a 10% decrease in operating costs

Mohammed Yamin General Trading LLC, Dubai, UAE

Purchasing & Inventory Control Specialist

March 2021 - April 2022

- Implemented inventory control processes to ensure accurate stock levels and reduce shrinkage
- Established an inventory control system that improved inventory accuracy by 30%
- Streamlined purchasing and inventory management processes, resulting in a 10% reduction in inventory costs

Certifications

- IELTS from British Council with Overall 7.0 Bands
- Driving License GCC
- Fundamentals of Digital Marketing from Google Garage

Uni-Tech College of Management & Technology, Pakistan

Operations and Supply Chain Specialist

April 2018 - February 2021

- Operated office equipment such as printers, copiers, fax machines and scanners, ensuring smooth operation of office operations
- Provided administrative support to management, resulting in improved efficiency in daily operations
- Developed and implemented processes and procedures to streamline office operations
- Scheduled appointments and meetings, ensuring the smooth flow of daily operations

REFERENCES & EXPERIENCE LETTER

References and Experience letters can be furnished upon request
