



ANAS KHATEEB

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Kingdom of Bahrain

PROFESSIONAL SUMMARY

Procurement and operations professional with over 10 years of diverse experience in purchasing, inventory management, demand planning, and strategic procurement across Manufacturing & Packaging, FMCG, furniture, retail, and logistics sectors. Adept at utilizing ERP systems to streamline operations, reduce costs, and improve accuracy in supply chain processes. I bring strong leadership skills, a collaborative mindset, and a focus on continuous improvement. Currently overseeing regional operations at Dhaus, I have a proven track record in driving cost-effective sourcing strategies, managing high-volume inventories, and delivering measurable results in fast-paced, high-demand environments.

STRENGTHS AND EXPERTISE

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|---------------------------|---------------------------------|-------------------------------|
| Procurement & Sourcing | Inventory Control & Forecasting | Performance-Driven Leadership |
| Supply Chain Optimization | Logistics & Distribution | Cost-Saving Initiatives |
| ERP Systems Expertise | Vendor Relationship | Operations Management |

KEY ACHIEVEMENTS AND HIGHLIGHTS

- **D.Haus:** Streamlined warehouse operations and demand planning, contributing to the closure of a secondary warehouse and saving 1,000 BHD per month in rental costs while reducing stockouts and improving overall inventory management. Also secured 100,000 USD in Insurance Claim.
- **P/S General Trade:** Secured new shipping agents, cutting operational costs by 50% and enhancing logistics efficiency.
- **Almeer Trading:** Managed demand forecasting for the sales team, helping achieve Ramadan targets in 2018 and 2019 and earning commission.
- **Al Subol Contracting (Equate):** Led and trained 500+ laborers regarding safety, during a shutdown, optimizing equipment rental, safety gear, and ID creation for faster processing.

PROFESSIONAL EXPERIENCE

Deeko Bahrain - Dawani Group
Purchase & Supply Chain Manager

January 2025 - Present

- Lead purchasing and supply chain operations for both plastic and aluminum divisions, covering raw materials such as Aluminium Foils & Coils, PP Resin, GPPS, HIPS, Masterbatch, Kraft Paper, Greaseproof Paper, Baking Paper, and Napkin Jumbo Rolls.
- Manage foreign imports of raw materials and machinery – sourcing, negotiating, arranging shipping, and coordinating with clearance agencies.
- Handle local procurement for AMC, facility maintenance, safety equipment, and general operational needs (e.g., RO filter repair, printer repair, tile works, etc.).
- Oversee fleet management of 44 vehicles, including maintenance scheduling, spare parts procurement, and negotiations with garages and service centers.
- Prepare material planning and forecasting reports aligned with production and LME trends.
- Lead supplier negotiations, evaluate quotations, and ensure cost-efficient procurement and timely delivery.
- Collaborate with department heads for approval flow, ensuring transparency and accountability in all requests.

Accomplishments in 1 year:

- AMC - RO Reduced by 27% & CCTV Reduced by 20%
- Raw Material : Napkin Jumbo Rolls Cost Reduced by 30-50% on different colors.
- Reduced the rate for Greaseproof paper and baking parchment by 30%.
- Secured 90-day credit facility for major Plastic Raw Materials.
- Achieved 10–15% cost reduction in Tyre, Battery and Vehicle Maintenance.
- Introduced a departmental request system for vehicle and facility repairs to streamline workflow.

D.Haus - Bahrain & KSA**January 2024 - 2025****Regional Purchasing & Supply Chain Manager**

- Led procurement planning and order execution through detailed sales data analysis to maintain optimal stock levels and ensure timely sourcing from Turkey, China, Singapore & Malaysia.
- Managed multi-location operations and inventories for 6 high-demand retail and furniture stores.
- Oversaw end-to-end procurement, supply chain, and logistics across Bahrain, Jeddah, Dammam, and Riyadh.
- Streamlined warehouse processes and optimized space utilization.
- Played a key role in promotional & marketing planning and compliance with MOIC regulations.

Accomplishments:

- Created opportunities through proper demand forecasting and procurement, exceeding sales in the final quarter of 2024.
- Advised management to discontinue the secondary warehouse in Bahrain by effectively planning inventory and demand, and shifting stocks to the primary warehouse, thus saving a monthly cost of 1,000 BHD for the financial year.
- Negotiated with the supplier and followed up with the insurance department to claim an insurance amount worth 100,000 USD for damages incurred during customs checking in KSA over the course of 8 months in 2024.
- Sourced and negotiated a new warehouse in Bahrain in 2025, Thus Reducing the cost by 2,500 BHD monthly

Almeer Trading EST - Bahrain**June 2016 - September 2020****Purchase & Sales Coordinator**

- Managed procurement and supported Food sales initiatives, ensuring timely inventory acquisition.
- Built strong supplier relationships, negotiating favorable terms.
- Collaborated on sales strategies and identified market expansion opportunities.
- Analyzed sales performance and market trends to inform strategic decisions.

Al Subol Contractor for Equate - Kuwait**November 2014 - April 2016****Administrative Assistant**

- Managed office supplies, inventory, and maintained organized filing systems.
- Coordinated project deliveries, scheduling, and supported field teams.
- Handled incoming calls, emails, prepared reports, and managed basic bookkeeping tasks like invoicing.
- Provided administrative support to both the management team and project staff.

- Managed inventory, supplier relations, and team coordination, contributing to an 8% YoY sales growth.
- Sourced non-food and supplies from China to meet retail demands.
- Assisted in purchasing, sourcing, and supplying products to retail customers.
- Analyzed market dynamics to drive sales and customer acquisition. Supported daily operations of a small sales team.

EDUCATION

Masters in Supply Chain & Retail - SMU

Bachelors in Management Studies - Mumbai University

PERSONAL DETAILS

- DOB: 02/05/1991
- Marital Status: Married
- CPR: 910529973
- Languages: Fluent - English, Hindi & Urdu, (Can Read and Understand Basic Arabic)

2016

2012

References are available on request.