



Yousef Adnan Charaf

Procurement/Supply Chain Specialist

Location: Abu Dhabi | **Telephone:** 00971 50 317 7668
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Profile Summary

A Results-Driven Material Procurement and Supply Chain Professional with a 13+ years of Experience managing wide range of duties and responsibilities of the Procurement department. Well-versed in strategic sourcing and suppliers' development, process optimization, negotiating favorable contracts, good financial acumen and understanding of record keeping requirements.

Work Experience

Head of Department

2020- Present

Obaid Al Qubaisi Contracting/Ready Mix/Transportation

Abu Dhabi – Habshan

Projects Undertaken:

- Buhasa Integrated Field Development Project (BUIFDP) –ADNOC Onshore – **75 million USD**
- Framework Agreement for Civil Maintenance- ADNOC Drilling/ADNOC Onshore/ ADNOC Gas Processing/ADNOC Industrial Gases -**55 million USD**
- Civil Maintenance Works for GASCO Pipeline –GASCO - **6 million USD**

Roles & Responsibilities:

- Plan, Organize, direct, manage and evaluate the purchasing activities and budget of an organization
- Working and Managing Purchase orders through SAP ERP System.
- Prepare monthly Purchase report.
- Develop and manage the organizations purchasing policies, procedures, standards, and strategies in order to ensure process transparency, fairness, impartiality, and confidentiality
- Develop and manage the proposal, bidding, and negotiation process while adhering to applicable legal standards and codes of ethical conduct
- Comply with and maintain knowledge of applicable rules, regulations, standards, and best practices
- Ensure all purchasing activities support and strengthen the strategic objectives of the overall organization
- Negotiate major purchases, develop blanket or master agreements with suppliers, and engage in all aspects of contract management
- Review supplier financial statements/reports and evaluate overall supplier health (supplier risk assessment)
- Review and assess total supply chain risk and identify opportunities to minimize and eliminate risk
- Confer with management and staff coordinating purchasing activities

- Maintain current technical skills and apply new knowledge to management tasks for the improvement of purchasing activities
- Analyze purchasing related information and evaluate the results to choose the best resolution and alternatives to supply challenges
- Prepare or oversee the preparation of reports and statistics related to the purchasing function for upper management
- Identify, qualify, and select vendors of materials, equipment, products, or services, and conduct overall supplier management
- Evaluate cost and quality of materials, equipment, products, or services
- Manage purchase requisitions/orders
- Review records of materials, equipment, products, or services ordered and received
- Generate and/or review invoices, work orders, consumption reports, and demand forecasts
- Maintaining all necessary documents for yearly ISO auditing reports

Senior Purchase Officer

2018- 2019

Gulf Precast Concrete Company

Abu Dhabi

Projects Undertaken: -

- Design and Construction of Full Precast Superstructure Villas - Client: Musanada.
- Design and construction of 2069 Full Precast Superstructure Villas - Client: Aldar.
- Airport, GRC Pre stressed Beams - Client: Abu Dhabi Airports Company (ADAC).
- Dubai Mall Commercial Buildings Shopping Malls – Client: Emaar.
- Infrastructure Work, Precast Concrete, Railways- Client: Etihad Railways.

Roles & Responsibilities:

- Ensuring competent quality execution of all regular purchasing duties and administrative works.
- Negotiation with Suppliers (prices & Payment Terms)
- Obtaining credit facility for payment terms from suppliers
- Preparation of LPO's & BPO's
- Preparation requests for Quotations (RFQ)
- Processing purchase orders and documents in accordance with company Policies and procedures
- Maintaining complete updates purchasing records/data and pricing in the system
- Coordinating with user departments and suppliers in the purchasing scope of work for projects assigned
- Coordinating with suppliers to ensure on-time delivery
- Monitoring and Coordinating deliveries of items between suppliers to ensure that all items are delivered to site/store on time
- Performing duties assigned by Purchasing Manager as required
- Assisting Purchase Manager in looking after the day-to-day requirements of the company
- Developing and implementing inventory control procedures, Coordinating and managing physical cycle counts
- Maintains quantity of supplies and monitors shelf life of particular items based on invoices for submission to the Accounting Head
- Verifies stock and record computations against physical count of stock
- Coordinated with different functional areas regarding material needs
- Accountable for the follow-up of the requisitions and job orders
- Delivering repairable items and turn-in supplies for repair and replenishment

- Finalization of inventory levels viz. Maximum, Reorder, Minimum and buffer. Levels for all related consumable, keeping in view monthly/weekly consumption and lead-time for procurement
- Conduct periodic stock verification and reconciliation for identification and elimination of discrepancy/Pilferage
- Responsible for ensuring proper computerization and documentation of goods receipt note (GRN), Daily receipts & issues of materials register, Daily stock report, Monthly physical stock reports, Stock Ledger and inspection report.
- Prepare report of all properties/equipment's on hand balance
- Verification of received materials (Physical & Quantity) as P.O and Code with respect to bill
- Planning of layout of store room so that materials are easily identified and accessible
- Using bin cards tagged with respective items to avoid stock-outs and to have better control over the store inventory

Administrative Coordinator

2006- 2008

Gulf Precast Concrete Company

Abu Dhabi

Roles & Responsibilities:

- Resolves Administrative problems by Coordinating preparations of reports, analyzing data and identifying solutions
- Ensuring all operation of equipment's by completing preventive maintenance requirements; calling for repairs; maintaining equipment inventories; evaluating new equipment and techniques
- Provides information by answering questions and requests
- Maintains supplies inventory by checking stock to determine inventory level, anticipating needed supplies, placing and expediting orders for supplies and verifying receipt of supplies
- Contributes to team effort by accomplishing related results as needed
- Completes operational requirements by scheduling and assigning administrative projects and expediting work result

Education & qualifications

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| ▪ Bachelor's Degree – Business Administration
<i>University of Atlanta - Abu Dhabi</i> | Year: 2011 - 2015 |
| ▪ International Computer Driving License
<i>Siblin Institute - Lebanon</i> | Year: 2003 |
| ▪ Advanced Microsoft office courses
<i>Sara institute - Abu Dhabi</i> | Year: 2011 |
| ▪ Advanced Microsoft Excel 2007
<i>Sara institute - Abu Dhabi</i> | Year: 2011 |
| ▪ Inventory Management Course
<i>Gulf Precast Concrete Co. - Abu Dhabi</i> | Year: 2011 |

Language

- **Native Arabic Language**
Speaking, writing and listening
- **Fluent English Language**
Speaking, writing and listening

References

- Mr. Mohanad Tarcha (Administrative Manager) – Obaid Al Qubaisi Contracting
Email- mohanad@oqc.ae Mob: +971 529035110
- Mr. Owais Siddiqui (Estimation Engineer) - Obaid Al Qubaisi Contracting
Email- owais@oqc.ae Mob: +971 509904263
- Mr. Ahmed Sayed (Senior HR Generalist) - Obaid Al Qubaisi Contracting
Email- ahmed@oqc.ae Mob: + 971 524279479
- Mr. Jamil Al Hajj (Senior Cost controller)- Gulf Precast Concrete Company
Email- jmalhajj@gmail.com Mob: + 971 564229759