



# MEKHATRIA Mohamed Yassine

**Job Title: Procurement Agent / Buyer.**

## Summary

Highly experienced procurement agent with 4 years of experience in construction.

Dedicated and committed to growing and expanding businesses and have a proven track record of success.

Hold extensive knowledge of business practices, economics, and acquiring.

Prioritize strong communication skills to delegate tasks and lead employees effectively.

Developed analytical and evaluation skills to make the best acquisition and investment decisions.

Working in procurement and purchasing for the last 4 years gave me the chance to determinate to learn and grown along with the ability of multi-tasking.

## Contact

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📍 Dubai City UAE

## Personal Details

➤ **Date of Birth:** 09/11/1995

➤ **Nationality:** Algerian

➤ **Marital Status:** Single

## ✓ Languages

**English :** Fluent

**French :** Fluent

**Arabic :** Mother tongue

## ✓ Education

◆ **Diploma:** Baccalaureate in economy and management

◆ **Period:** Sep 2014- June 2015

◆ **University:** High school

◆ **Diploma:** Bachelor's degree in Accounting and Finance

◆ **Period:** Sep 2015- June 2018

◆ **University:** Abdelhamid Ben Badis

## ✓ Skills

◆ Teamwork      ◆ Fast learner

◆ Team-spirit    ◆ Patience

◆ Time Management

◆ Financial Analysis

## ✓ Computer Skills

◆ MS Office      ◆ Photoshop

◆ Microsoft System

◆ IOS System

## Work Experiences:

### Title: Procurement Agent

✦ **Company:** Samsung Construction & Trade

✦ **Period:** Jan 2018- August 2021

✦ **Location:** Mostaganem, Algeria

➤ Works with Quality Assurance and Engineering departments.

➤ Initiating supplier improvement activities and providing results for integration into contracting and program strategies.

➤ Communicating supplier performance expectations and metrics to evaluate and monitor supplier delivery, quality, cost and performance

➤ Identify & mitigate supply chain risks.

➤ Working with both internal and external teams to execute improvement opportunities.

➤ Requesting cost proposals and negotiating contracts and prices.

### ◆ Documentation:

➤ Maintain records of all transactions.

➤ Gathering data to assess supplier capability and capacity.

➤ Using quarterly and annual data to determine purchasing needs and performing inventing management.

➤ Signing and reviewing purchase agreements with vendor.

➤ Prepare purchase orders, receipts and payment reports.

## ✓ Internship

➤ **Company:** EURL MIK

➤ **Period:** March 2017 – May 2017

(Purchasing Assistance for Heavy equipment's supplies)

◆ Handling different items purchasing for heavy equipment's.

◆ Developing the interpersonal skills.

◆ Preparation of purchasing orders and payment reports.

◆ Attending the deliveries and maintaining the inventories.

➤ **Company:** Samsung C&T

➤ **Period:** Oct 2017 – Dec 2017

(Procurement Agent internship)

◆ Support in the development of sourcing strategies by analyzing the supply base, markets conditions and technology roadmaps.

◆ Use lean tools to improve purchasing, inventory and planning processes.

◆ Assist with the shipping and receiving of orders.

◆ Follow-up of purchase orders and vendor's performances.

## ✓ Online Trainings

◆ Online procurement Analytics Training – 2019

◆ Supply Chain & Logistics course – 2020

◆ primavera system online training – 2020

◆ Excel MS Office Online Training 2016

## Title: Scheduler

✦ **Company:** Samsung Construction & Trade

✦ **Period:** August 2021- June 2022

✦ **Location:** Mostaganem, Algeria

➤ Supervising the projects at all stages and providing solutions to problems.

➤ Deciding on the most appropriate engineering techniques and sequences.

➤ Drawing plans using specialized design software packages.

➤ Ensuring plans meet the client's specifications.

➤ Collaboration with site managers, engineers, site workers and others professionals.

➤ Ensuring the procedures are carried out safely.

➤ Making estimations for timescales and costs.

### ◆ **Documentation:**

➤ Progress payments reports preparation.

➤ Photo weekly reports preparations.

➤ Overall daily report preparation and distribution.

## **Achievements:**

➤ **company : TEF Test - Jan 2021**

✓ Writing expression : B2

✓ Oral Expression: C1

➤ **Company: Abdelhamid Ben Badis University - 2016**

✓ Two times best students during bachelor's courses.

➤ **Company: ULTIMATE Agency – March 2019**

Voluntary member with collaboration of Mostaganem Hospital