Mustafa Ahmed Al Zaher

Procurement Coordinator | Warehouse Supervisor
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PROFESSIONAL SUMMARY

Results-driven Procurement Coordinator & Warehouse Supervisor with 10+ years of experience optimizing supply chain operations, controlling inventory, and reducing costs. Proven track record in supplier management, demand planning, and SAP-driven procurement processes. Adept at improving operational efficiency, ensuring compliance, and driving continuous improvement initiatives.

AREA OF EXPERTISE

Procurement Management | Inventory Control | Supplier Negotiation | Demand Planning | Cost Optimization | SAP ERP Operations | Warehouse Management | Data Analysis | Contract Management | Audit & Compliance

SKILLS

SAP ERP | Procurement Operations | Stock Optimization | Vendor Management | Financial Analysis | Reporting & Analytics | Process Improvement | Team Leadership | Budget Control | Quality Assurance | Communication

PROFESSIONAL EXPERIENCE

Procurement Coordinator & Warehouse Supervisor

Arabian Pipe Coating Company | 2012 – 2026

- Led warehouse operations to improve efficiency and productivity targets
- Managed end-to-end procurement cycles including sourcing, negotiation, and supplier evaluation
- Optimized inventory levels based on consumption trends and demand forecasting
- Processed PR, GRN, SES, and purchase orders using SAP system
- Monitored stock movements (issuing, receiving, reservations) ensuring accuracy
- Coordinated with project teams to maintain optimal stock availability
- Negotiated vendor contracts, pricing, delivery terms, and service agreements
- Analyzed procurement and inventory data to reduce costs and improve planning
- Conducted internal audits and ensured compliance with company policies
- Improved warehouse layout to maximize storage utilization
- Generated periodic inventory and performance reports
- Led continuous improvement initiatives to enhance operational efficiency
- Supervised team performance and conducted evaluations

Audit Executive

Jumeirah Trading Company | 2008 – 2012

- Conducted internal audits to ensure financial accuracy and compliance
- Reviewed accounting records and identified operational risks
- Recommended corrective actions and cost-saving opportunities
- Followed up on audit findings to ensure proper implementation

EDUCATION

Diploma in Accounting

Institute of Public Administration

CERTIFICATIONS

- AI & Future Career Development Program – Applied Skills Training Academy (ASTA)
- PMP Advantage: Career & Employability Transformation – Blue Ocean Academy
- Supply Chain Management Fundamentals – Blue Ocean Academy

LANGUAGES

- **Arabic (**Native**) | English (**Professional Working Proficiency**)**