

AMAL MOHAMED**Procurement Specialist****Email:** mrsalshami83@gmail.com**Nationality:** Yemeni**Mobile:** +967775858212/ 730002620

EDUCATION: Bachelor's Degree in English Language - Faculty of Languages, Sanaa University (2001-2005)

PROFILE

Experienced Supply Chain with over 15 years of expertise in procurement, expediting and customs process, and driving supply chain efficiency. Proven success in handling procurement functions, vendor management, and logistics coordination across diverse industries, mainly in oil and gas sector and NGOs.

KEY SKILLS

- **Sustainable Procurement:** Proficient in implementing procurement strategies that align with fairness, integrity, and transparency principles for Oil Industry & NGOs.
- **Vendor Management:** Skilled in developing and maintaining supplier rosters, conducting evaluations, and building strong supplier relationships.
- **Crisis Management:** Kept supply chain resilience during Yemen conflicts and global crises.
- **Contract Negotiation:** Managed tender processes for improved contracting practices.
- **Financial Analysis:** Experienced in evaluating budgets, project costs, and procurement performance to ensure value for money.
- **Stakeholder Engagement:** Adept at managing communications with stakeholders to balance competing interests and drive project success.
- **Gender Sensitive Procurement:** Committed to promoting gender-sensitive practices in procurement processes, supporting women-led businesses.

PROFESSIONAL EXPERIENCE**Acting Senior Procurement Officer****PetroMasila | 2021 – till now**

- Implementing procurement strategies, improving supplier relationships and vendor monitoring, ensuring cost efficiency and compliance with operational policies.
- Developing and maintaining a supplier database, regularly evaluating performance, compliance, and pricing structures to meet procurement standards.
- Providing technical support for other departments, managing contracts, and leading procurement planning in collaboration with senior management and main end users.
- Orienting procurement staff, implementing best practices to enhance team performance and ensure adherence to procurement processes.
- Overseeing key roles including field supervision to meet operational needs, establishing HSE and security-compliant policies, and managing vehicle defect reports, inspections, and maintenance.

Achievements:

- Achieved production continuity by implementing robust procurement strategies amid Yemen's conflict and the COVID-19 pandemic.
- Implemented KPIs and prepared detailed supply chain performance monthly & yearly reports for management.

Procurement Assistant, UNOPS | February 2021 - September 2021

- Applied procurement strategies for the TFC Project, ensuring compliance with UNOPS regulations and promoting transparency and fairness.
- Close collaboration with project officers to prepare comprehensive procurement plans, RFQs, ITBs, or RFPs, and to receive and evaluate quotations, bids, or proposals, facilitating effective communication.
- Developed and reviewed tender documents for accuracy and contractual compliance, managed bid submissions and evaluations, and prepared regular procurement reports.
- Conducting technical and financial evaluations for contract award decisions, maintaining an updated local supplier roster, participating in supplier evaluation and selection, and facilitating procurement knowledge sharing through training for staff and vendors.
- Actively promoted gender equality and women's empowerment by implementing gender-sensitive procurement practices, supporting women-led contractors, ensuring contractor compliance with gender policies, and enhancing stakeholder capacity in this area.

Achievements:

- Participated in Conducting more than 5 training courses for staff and vendors
- Actively promoted gender equality and women's empowerment by supporting women-led contractors, ensuring contractor compliance with gender-sensitive policies as part of evaluation.

Procurement Officer PetroMasila | Jan 2016 – Oct 2020

- Managed timely procurement and delivery of high-quality products while ensuring cost-effectiveness and efficient processing of customer orders.
- Evaluated supplier proposals and performance, and promoted a culture of cost-saving through diligent spend analysis and long-term supplier relationships.
- Developed and submitted regular procurement reports for management review, contributing to strategic decision-making.

Procurement Officer Total E&P | 2013 - 2015

- Managed timely procurement and delivery of high-quality products while ensuring cost-effectiveness and efficient processing of customer orders.
- Evaluated supplier proposals and performance, and promoted a culture of cost-saving through diligent spend analysis and long-term supplier relationships.
- Developed and submitted regular procurement reports for management review, contributing to strategic decision-making.

Expediting Officer Total E&P | 2009 - 2012

- Ensured timely delivery of materials by closely monitoring purchase orders and coordinating with suppliers and freight companies.
- Conducted weekly updates with end-users to resolve any outstanding issues related to order fulfillment, enhancing stakeholder satisfaction.
- Managed discrepancies in order deliveries, proposing corrective actions to mitigate risks and ensure project timelines were met.
- Developed and maintained clear communication channels with suppliers and internal departments to streamline procurement processes.

Achievements:

- Achieved production continuity by implementing robust Expediting strategies with more than 600 cargo shipments.

Customs Officer, Total E&P | 2007 - 2008

- **Administrative Coordination:** Managed import/export processes, ensuring compliance with customs authorizations and liaising with procurement for materials arriving in Yemen.
- **Supervising** customs exemptions for materials and contractors in coordination with the Ministry of Oil and relevant authorities.
- **Invoice Processing:** processed invoices from clearing/forwarding agents for timely payments and collaborated with transit and logistics teams to prioritize urgent material clearance and manage equipment re-export or write-off.
- **Reporting:** Weekly reports were prepared for the Head of Logistics, and data was reconciled with PEPA and Customs authorities.

Achievement:

- Ensuring production continuity through the review and processing of over 450 invoices.

PROFESSIONAL TRAINING

Bsafe –UNOPS (2021).	Discover UNOPS (2021).
I Know Gender UNOPS (2021).	PA authority -UNOPS (2021).
Emergency Procurement Procedure-UNOPS (2021).	Ethics and Fraud prevention in Procurement-UNOPS (2021).
Mainstreaming Gender Equality in Procurement-UNOPS (2021)	Working together harmoniously-UNOPS (2021)
Sustainable Procurement-UNOPS 2021	Ethics and integrity-UNOPS (2021)
C&P Fundamental (TOTAL-2014).	Anticorruption (TOTAL 2012).
Supply chain and inventory management (EUROMATECH-2012)	Introduction to the world of oil and gas (TOTAL 2009)
Professional Purchasing Skills (EUROMATECH -2013)	Professional development skills (Meirc-2008)
Dangerous goods shipment by maritime & air transport (TOTAL -2009)	International multimodal transport (TOTAL -2009)

ADDITIONAL INFORMATION

- **Language Proficiency:** Fluent in English and Arabic.
- **Training & Development:** Passionate about knowledge sharing, having organized training sessions for staff & vendors on procurement of best practices.
- **Technical Skills:** Proficient in SAP procurement modules, e-procurement tools, and MS Office Suite.