

ALOGIC

Sales Dandenong South, VIC 3175, AUS

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Heyab Ahmed

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I am writing in regards to the position of (Purchasing coordinator) as advertised by (ALOGIC). I have extensive experience working within a customer focused environment. I have ten years of experience working in China in import and export, trading, shipping & logistics, business development & account management. My positions have always required me to be customer-centric, ensuring targets are achieved, deadlines and satisfaction. I have regularly been tasked with negotiating with customers and suppliers to ensure optimal pricing and goals can be achieved. This has required me to work closely with many different stakeholders, ensuring I understand the end users needs. This has developed my strong communication skills, which has allowed me to become fluent in three languages, Arabic, Mandarin & English. I have built many strong relationships, both internal to my organization and external with suppliers and customers alike.

I have had strong experience particularly in coordinating the delivery of goods via sea, air and rail. I regularly liaised with transportation companies for FCL & LCL in China. I coordinated transportation to many ports in China, Yiwu City, Guangzhou, Shanghai, Ningbo, Qingdao, Xiamen, Tianjin.

Part of my roles has required me to undertake warehousing tasks, ensuring goods received to the warehouse and despatched again to clients globally from within China, to Australia, Canada and the Middle East. I am happy to provide referees upon request.

My work in Australia acting as the intermediary link between suppliers and engineers, sourcing of materials, negotiating with suppliers and implementing project procurement policies. Following up suppliers to ensure timely delivery of goods, ensure correct specification/materials are ordered. Expediting of purchase orders and administrative duties to ensure an efficient supply chain is achieved. Establishing new suppliers in the project database, gathering financial details and communicating project terms and conditions.

My position requires me to communicate with a broad range of stakeholders, accounts payable, accounts receivable, engineering teams and management. In my position I am also tasked with regular problem-solving situations, this can vary from the resolution of outstanding payments, finding alternative products or suppliers to ensure targets are met or general day-to-day operational needs.

Working on the project there is strict timelines and constant changing targets, I regularly communicate with all colleagues to understand their needs and help the goals and timelines to be achieved.

Yours sincerely

Heyab Ahmed