

Curriculum Vitae

Personal Information:

Name: Muhammad ALSheikh Sulaiman

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Address: DUBAI - UAE

Job Objective:

Working with global company to maximize my experience during implementing my knowledge, administrative skills, and acquiring new by achieving company's goals.

Academic Qualifications:

- European Master of Engineering in Logistics & Supply Chain Management
Riga Technical University - from (Sep - 2019) to (Jun - 2021) - Riga – Latvia
- Bachelor Degree in Business Administration & Management - Major : Management
University of Kalamoon - from (Sep - 2008) to (Jul - 2012) - Damascus - Syria



Job Experience:

Sourcing Analyst: from (Sep - 2020) to (Sep - 2021) - Riga, Latvia

Longo Group AS – Riga, Latvia www.longo.lv

- Responsible for overseeing and improving the supply chain operations
- Source, analyze and report supply chain data
- Track costs and logistics, and evaluate supplier performance
- Auditing invoices and financial information

Procurement Executive: from (Jul - 2017) to (Sep - 2019) Dubai, UAE

Almourgan Medical Supplies Co. - Dubai Healthcare City - www.almourgan.ae

- Assist in design, plan and implement sourcing and purchasing strategies.
- Organize and oversee warehouse operations and inventory management.
- Build and maintain relationships with suppliers and vendors, negotiate lower pricing, and maintain a database of approved suppliers.

Sales Executive: from (Sep - 2013) to (Jul - 2017) Dubai, UAE

Waha Almourgan General Trading (**Medical Supplies**)- www.almourgan.ae

- Actively seek out new sales opportunities, identifying potential clients, generating leads, engaging with prospects, demonstrating product features through daily client visits and calls, negotiating, and closing sales and building a friendly business deal, agreement, achieving sales target, and provide high level of customer services.
- Handle the processing of all orders with accuracy and timeliness, plus, preparation and organizing promotional material, events, and exhibitions locally and abroad.
- Create frequent reviews and reports with sales and financial data plus creating a business relationship, respond to complaints from customers and give after-sales support.

Internship at kalamoon Hospital - from (Mar - 2012) to (Apr - 2012) - Damascus - Syria

In this following departments:

- Front Office
- Hospitality Management Department
- Human Resources Department
- Quality Assurance Department



Training Courses:

- **Applied Operations Management - Inventory Management:**
Alison online course (Jun - 2020)
- **Logistics & Supply Chain Management in E-Commerce:**
Edrak online Course (Jun - 2020)
- **Innovation at Government Sector: Dubai (Sep – Oct 2016)**
Mohammad Bin Rashid Centre for Government Innovation
- **Accounting Course: Damascus (Mar – Apr 2011)**
Khawarezmi Computer & Training center



Skills:

- Experience in different simulation and modeling softwares (HeuristicLab + Aimsun Lab + Arena warehousing + Google map)
- Participated in Fresh Connection Game (Supply Chain & Business Simulation)
- Ability to process and analyze Big Data (Excel + Power BI)
- 2 years of experience in the field of Logistics Processes Mapping and Objects Identification Technologies.
- Knowledge of SAP ERP & SQL Server Management Studio software
- Flexibility, multitasking, and ability to work under pressure
- Microsoft Office (Word, Excel, Power Point) + Google G Suit Excellent
- Good communication and interpersonal skills which enable me to communicate with different cultures.
- Valid driving license (Dubai + European).

Languages:

- Arabic Mother Tongue
- English Fluently (Reading, Writing, Speaking) Excellent

References provided upon request