

Ahlam DERBAL

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As a Procurement Assistant with two years of experience, I have developed deep expertise in managing orders, inventories, and supplier relationships through the use of Odoo software. With a background in biology, I bring an analytical and rigorous approach to order management. My goal is to add value by ensuring efficient resource management and supporting the company's operational objectives.

Skills

- **Customer Service:** Ensure quality customer service by answering supplier inquiries and guiding them through the purchasing process.
- **Order and Delivery Tracking:** Monitor orders, verify delivery deadlines, and coordinate with internal teams to ensure correct receipt of goods.
- **Communication Coordination:** Manage calls, emails, and other communications between the company and suppliers, ensuring prompt and effective responses to requests.
- **Supplier File Management:** Maintain up-to-date supplier files, including contracts and all documentation related to transactions and negotiations.
- **Procurement Needs Analysis:** Expertise in assessing product or service needs and planning purchases based on sales forecasts and inventory levels.
- **Proficiency in Odoo Software:** Use of Odoo for procurement management, including creating purchase orders, tracking, and managing invoices.

Experiences

06-02-2022 au 06-02-2024 at S.FIVE GROUPE SPA

Purchase assistant

- **Order and Delivery Tracking:** Monitor orders, verify delivery deadlines, and coordinate with internal teams to ensure the correct receipt of goods.
- **Order Management:** Track orders, verify deliveries, and handle returns.
- **Supplier Relationship Management:** Ability to establish and maintain strong relationships with suppliers, and negotiate purchasing terms.
- **Price Comparison:** Compare prices from different suppliers or vendors to find the best deals.
- **Product Research:** Search for products or services that meet the needs of the company or client.

Education

2016-2018: Master in Microbial biotechnology, Akli Mouhand Oulhadj university.

2013-2016: License in Microbiology, Akli Mouhand Oulhadj university.

2013 : Baccalaureate life and nature science, Mohammed BOUDIAF High school.

Language

Arabic : Advanced | **French :** Advanced | **English :** Advanced

Qualities

Dynamic and punctual | Rigorous, organized, and resourceful
Aptitude for communication and persuasion | Pedagogy, diplomacy, and good listening skills