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Procurement / Supply Chain Specialist

Management, coaching
put in place or re-engineer a purchasing department
put in place or re-engineer a warehouse
develop, analyze, re-engineer processes and procedures
coach a purchasing team or warehouse staff

Work experience

October 2007
June 2008

Procurement Specialist

Mission: Mobistar has outsourced the deployment of its 3rd generation network to Ericsson. My role was to plan the procurement of equipment (in relation with Ericsson sub-contractors and engineers) and to communicate the requirements to Mobistar for further ordering.

I was in charge of the follow-up of procurement with Mobistar, Mobistar's suppliers, Ericsson sub-contractors.

Means: The equipment was mainly : pylons, shelters, radio equipment and antennas.

I was the focal point between Mobistar, Mobistar's suppliers, Ericsson project leaders, Ericsson installation and logistics sub-contractors.

For that purpose I developed different reporting means in MS Excel.

Appraisal: With the tools that I developed as well as the processes that I put in place with the supplier, Ericsson management has a very good view of the progress of the procurement as well as on the performance of Mobistar's suppliers.

May 2006
July 2007

Procurement Manager

Mission: Plan and specify requirements with project leaders.

Manage local purchases. Prepare and send RFP's to foreign suppliers (Belgium and South Africa). Suppliers selection.

Follow-up of purchases and importations.

Manage customs clearance of imported goods.

Manage stock of construction materials, tools, equipment, spare parts.

Report on a monthly basis on budget status to the financial manager.

Means: I was in relationship with the project leaders, the sites foremen, the customers and the suppliers.

For the follow-up of purchases, I have developed a database for the local purchases and I have put in place new processes for the RFP's and the follow-up of imported goods.

I have also improved the processes for the shipment of the imported goods in order to decrease the lead time and the importation costs.

Likewise I have improved the processes with the customs clearance agencies.

Staff : 10 admin employees, 20 blue colars

Budget : 4800 MUSD

Appraisal: Better relationship with the customers in terms of follow-up of deliveries on the construction sites.

Decrease of cost and lead time for the importation goods shipped from Belgium or South Africa.

Improved process for the purchases of imported goods : only one document for filling in the requirements, setting the RFP, filling in the offer and making the purchase requisition.

Improved the document used to monitor the budget.

Diversified the customs clearance agencies in order to balance the workload between them in accordance with their competencies.

Improved control on the invoices from the customs clearance agencies.

December 2005
March 2006

Contract Engineer

Proximus (mobile phone network provider) - Belgium

Mission: Further to an audit related to the installed base of software licenses, my mission was to review all purchase and maintenance agreements, and to renegotiate them with the suppliers in order to align the agreements with the existing/future installed base.

Means: I was in relationship with the IT department and the suppliers.

With the IT department, we have put in place a matrix for the follow-up of the project.

Appraisal: All agreements and purchases were finalized before the targeted date.

May 1985
August 2004

Procurement Specialist

S.W.I.F.T. SCRL - Belgium

Mission: 2004 : Analyse customers requirements in order to write the specifications for the implementation of a contract management application in SAP

2003 : write and publish purchasing procedures and processes. Follow-up and resolution of 20 audit points.

1993-2003 : procurement of services, for facilities management and for ICT (hardware/software). Prepare RFP's, analyze offers, select suppliers, negotiate, prepare purchase agreements. I also developed standard agreements, standard RFP's, a standard matrix to analyze the offers. In addition I participated to the migration from SAP 3.1 to SAP 4.6 (check functionalities, training of SWIFT employees)

1985-1993 : procurement of network equipment and services (RFP's, contracts, stock management, shipments, PO's, budget)

Means: I was in relationship with the requestors/project stakeholders, the legal department, the accounting department and the suppliers.

In 1988 I specified the requirements for the development of an application for the stock management and the follow-up of the purchases.

In 1993 I developed a new application for the preparation and the follow-up of purchase orders allowing the delivery dock and the accounting department to access the information

In 1988 I put in place a buffer stock of facilities and telecom equipment.

Staff : between 4 to 6 persons

Budget : 40 MEUR

Appraisal: Improved purchasing processes, which allowed to reduce costs and lead times.

Reduced costs for hiring professional services by at least 10%

Resolved before target dates 20 audit points

Put in place a methodology for RFP's preparation and offers analysis in order to objectively and safely select suppliers.

May 1984
May 1985

Purchasing Agent

Cimenteries CBR (cement factory) - Belgium

Mission: In the context of building a new cement factory, preparation of the RFP's (based on engineers' technical specifications). Analyze offers. Prepare purchase agreements.

Means: I was in relationship with the engineers, the accounting department, the legal department and the suppliers.

Budget : 15 MEUR

Appraisal:

I have improved the RFP and contracts processes by making standard documents.

September 1979
September 1983

Local Purchasing Manager

TAG Construction (Rep. of Saudi Arabia)

Mission: Setup and operate a local purchasing department for the procurement of construction materials, equipment, plant. It included the sourcing and contract negotiations with local suppliers and sub-contractors.

Means: Reporting to the project manager and the CEO.
Team : 2 local buyers + warehouse team of 10 local laborers.

The purchasing department has been created for a 100 millions euros project. As it was successful, the operation of that department has been extended for a second project of the same worth.

Appraisal: This mission gave me the opportunity of learning how to negotiate contracts and has improved my knowledge of the legal jargon.

The success of the implementation of the local purchasing department has allowed the company to reduce the importation of materials, to avoid hiring personnel in Europe, and to reduce the lead time in procuring the materials/services.

July 1977
August 1979

Logistics Coordinator

CEI and CEsix (Gabon and Saudi Arabia)

Mission: In a first stage : operate a warehouse in Libreville Gabon. It included some local purchases. Categories : construction materials, equipment, spare parts.

In a second stage, setup and operate a warehouse in Jeddah (Saudi Arabia), including local purchase.

Categories : construction materials, equipment, spare parts.

Diplomas and education

September 1974
June 1976

IRAM (Mons - Belgium)

Education cycle which has taken place after secondary school.

Main area : electro-mechanical

September 1973
June 1974

University of Leuven (Belgium)

First year in Chemistry

Computing skills

Software

Microsoft Office suite. Very good knowledge of Excel.

SAP 4.6 MM module

FilemakerPro

Languages

Basic

HTML

Language skills

Dutch

Speaking competence: School level, **Written competence:** Basic level

French

Speaking competence: Native speaker, **Written competence:** Native speaker

English

Speaking competence: Fluent, **Written competence:** Fluent