**CURRICULUM VITAE**

**Supply chain & logistics**

Procurement includes everything involved in obtaining goods and services from an external supplier. Although the terms Procurement and Purchasing are often used interchangeably, they are actually different functions. Procurement is a much broader term that encompasses purchasing, supply chain, logistics, and all other functions involved in the process of acquiring goods or services. Construction is the process of building something. Procurement and construction together deal with the entire process of building a structure, from the planning phase to the completion of the final project.

During my last professional experiences, I had the opportunity to work for various companies in the Oil & Gas and construction sector, where I was able to acquire and develop solid knowledge in Procurement, contract management and logistics, during my last professional experience at ALGERIAN QATARI STEEL, and JGC ALGERIA, SPA ETRBHM I also had the opportunity to contribute to the development of knowledge in international purchasing, reason to continue working on the launch of new ideas and to learn alongside a new team motivates me a lot.

**Civil Status :**

**Surname & First name:** BOUCHAIR Toufik

**Born on:** 18.08.1983 at Jijel

**Address:** City 50 logts, Chahna , Taher. Jijel

**Family status:** Married

**Nationality:** Algerian

**Military Service:** Released

**Mobile:** (+213) 664 21 89 79

**Email:** toufikbouchair e @yahoo.fr / toufikbouchair e @gmail.com

**Languages:** Arabic (fluent) , **French and English (advanced** )

**IT:** MS Office

**Driving license:** B

**Schooling and Diplomas obtained :**

**Bachelor's degree :**

**Specialty:** Letters and Human Sciences, June 2003

**High School :** Nasri Ramdane , Jijel

**Bachelor's degree +4 :**

**Speciality:** Sociology and Demography (Organization and Work), June 2009

**University:** Sedik Ben Yahia , Jijel

**Certificates of Recommendation & HSE Training**

**SKILLS:**

* + - Perfect knowledge of regulations, purchasing process and logistics.
		- Mastery of methods and standards.
		- Mastery of management tools.
		- Mastery of budget management.
		- Rigor, sincerity and great skills:
		- Organization and management (command & work of multidisciplinary teams).
		- To continuously rise to the height of technical and regulatory developments.
		- Analysis of large and complex files.
		- Anticipation, writing, modern communication and pedagogy.
		- To conduct negotiations (collaborators, customers, suppliers and service providers).
		- High availability and ability to travel

**Professional experiences :**

**03.09.2020 to date :** **Procurement Director**

**Company: SPA** - ETRBHM Jijel

* **Missions**
	+ Measures and appreciates, permanently, the specific capacities (budgets) as well as the general know-how of the company.
	+ Participates, within the company, in the implementation of the "QUALITY" process
	+ Ensures compliance with the rules (ethics, organization, technique, administration, etc.).
	+ Actively participate in the development of business strategy
	+ Plans the acquisition of investments, tools and materials
	+ Takes the necessary and sufficient measures for the respect, in general, of the commitments. Balances needs and resources
	+ Identifies the company's needs (investments and materials) and draws up supply plans based on production schedules and forecasts
	+ Controls the supply circuits (product rotations, delivery times, prices charged, etc.).
	+ Negotiate, if necessary, supplier credits. In these cases, the interests of the company must necessarily be safeguarded.
	+ Pilots the operation of taking inventories of December 31 of each year, draws up the summary statements, explains any discrepancies and presents the summary statements.
	+ Ensures permanent monitoring, in conjunction with the supply and accounting departments, of situations relating to
	+ Validates payment requests and orders, under its full responsibility, supplier payments.

**08/2018 to 02/2020 : International Buyer**

**Company: Algerian Qatari Steel (AQS)**

**Missions**

* Manage the transfer of the raw material (CDRI, DRI, Billet, etc.) from end to end, ( port-storage area)
* Ensure import procedures according to Incoterms 2010 (CFR, FOB, DAP)
* Coordination with the companies in charge of import operations also the preparation of the various documents; Transit, customs, CMACGM, NASHCO, SGC, GEMA, Maritime Surveyor, Port Company
* Preparation of cost sheets for each product and equipment.
* Prepare Import Authorizations for, SinoSteel , Elecnor Butec
* Coordination with the finance departments for the domiciliation, satchel fold and verification of import documents (BL, Invoice, Packing List, Certificate of Origin)
* Coordination with the tax department for Franchise TV on the basis of ANDI lists ,
* Preparation of the necessary document for the payment of TCS.
* Preparation of payment requests for the various companies (delivery and service).
* Prepare tenders and consultations; Open and Restricted.
* Prepare purchase orders and contracts.
* Preparation of Onshore, Offshore, Transferable Offshore payment requests

**09/2017 to 07/2018 : Inventory Inspector**

**Company: GRN** (Sonatrach-Repsol Group) – CPF Reggan Adrar Project

**Missions**

* Codification
* Treatment of discrepancies.
* Prepare the reform of equipment.
* Ensure physical existence of equipment with inventory.
* Coordination and monitoring of the accounting file and the management file.
* Prepare official inventory.

**02/2016 to 08/2017 : Contract Coordinator**

**Company :** SARL BOUZIDITRANSERVICES - In Amenas

**Client:** JCC – BP – STATOIL – REPSOL – SONATRACH – GREAT WELL

**Missions**

* + Ensure the proper execution of current contracts.
	+ Negotiate contracts according to the interests of the company.
	+ Ensure customer satisfaction.
	+ Follow the invoicing system of our client also of our subcontractors (purchase order or contract, score sheet, invoice until receipt of the check).
	+ Petty cash management.
	+ Work planning and organization.
	+ Coordination with public administration services (CNAS, CASNOS.POLICE, etc. )
	+ Monitor recruitment (drivers, workers, helpers).
	+ Staff management (signing of time sheets, leave request, mission order)
		- Other duties as required by the business

**12/2012 to 06/2015 : Camp Installation and Logistics Coordinator**

**Company :** JCC SPA, In Amenas – Compression Project

**Client:** SONATRACH – BP – STATOIL

**Missions**

* + Monitor and organize preventive and corrective maintenance (life base, fleet).
	+ Follow the procedure for local purchase and rental of equipment (purchase order, commitment, invoice).
	+ Petty cash management.
	+ Management and organization of maintenance and repair work
	+ Base staff management.
	+ Management of fuel, lubricants and spare parts.
	+ Establish orders for equipment and materials
	+ Maintain and update trace file and equipment location.
	+ Realization and implementation of procedures for logistics and transport according to HSE regulations applied on site ( GMP .defensive conduct )
	+ Manage and organize travel, flights, transportation and rooms for all company personnel.
	+ Ensure the availability of office supplies.
	+ Ensure the cleaning of offices and workplaces.
	+ Assist the administrative team in the preparation of expatriate files ( residence permit, work permit)
	+ Coordination with public administration services (CNAS, Police, Post, Telecom).

**05/2012 to 12/2012 : Logistics & Transport Coordinator**

**Company :** SARL BOUZIDITRANSERVICES - In Amenas

**Client:** JCC

**Missions**

* Follow the procedure for local purchase and rental of equipment (purchase order, commitment, invoice).
* Responsible for ordering timing, supply/demand alignment, material replenishment and supplier performance.
* Projection of stock levels.
* Track deliveries.
* Ensure adequate supply of all necessary materials, components and equipment.
* Drafting of a high quality tender dossier.
* Participate in the drafting of contracts and conditions of sale.

**10/2010 to 02/2012 : Project Coordinator**

**Company :** KGTRANS – Hassi Messaoud

**Client:** SONATRACH-SINOPEC Consortium

**Tasks**

* + Represent the company to our client.
	+ Staff management
	+ Prepare invoices, purchase orders.
	+ Monitor and organize equipment maintenance work.
	+ Planning and cost control.
	+ Supervise and monitor work on site (excavations, civil engineering, platforms).