

Mustafa Kürşat ŞAHİN

PROCUREMENT PROFESSIONAL



Personal Information

Date of Birth:
27.04.1988

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LinkedIn:
a54260155

Adress:
Izmir, Karsiyaka

Military Service:
Completed
(14.11.2017)

Driving License:
Class B
(09.10.2007)

About

A procurement specialist with four years of experience in investment, indirect and direct procurement processes. Experienced in preparing purchasing procedure and creating new supplier portfolio. Member of Strategic Purchasing Association

Skills

Performing Price-Performance Analysis
Inventory Management
Contract Management
Cost Reduction Projects
Finance and Budgeting

Job Experiences

Procurement Specialist

HotelRunner INC.
Feb 2022 - Present

- Establish Procurement Department
- Create Procurement Policy and workflow
- Purchase of all software programs and making contract
- Construction and investment projects
- Purchase of all hardwares such as Macbooks and all electronic devices
- All indirect purchasing operations of the IT, HSE, HR, Marketing
- Manage all administrative procurement such as GSM, shuttle service, hotel accommodation, insurance, meal card, car rental, stationary, kitchen stuff etc.
- Preparation of all contracts
- Contribute marketing team in order to decide promotions
- Check all invoices and manage payment lists every week
- Active 200+ suppliers

Group Purchasing Specialist

Dikkan Group
Jun 2021 - Dec 2021

- All indirect purchasing operations of the Painting, Maintenance, Electrical Workshop, HSE, IT and HR departments
- Paint, wooden packaging materials, stationery, cleaning materials yearly based price negotiations
- Working on import materials with logistic department and following up of import purchase orders
- Take a part of product development projects
- Construction and machinery investment projects
- All direct purchasing operations of Foundry and casting additives
- Reporting every cost changes which effects product cost
- Active 500+ suppliers

Procurement Specialist

Sodrugestvo Group of Companies
Dec 2018 - Jun 2021

- All investment projects (Machinery, Process Control Devices, Construction Works, Mechanical Installation, Laboratory Devices, IT Equipments, Maintenance etc.)
- All indirect purchasing operations of the Mechanical and Electrical Workshops, Laboratory, IT, HSE, HR and Logistic Departments
- Making all purchasing contracts and follow up contract compliance
- Working on import materials with execution department
- Taking an active role in preparing Procurement Procedure, SAP Improvements and Investment Incentive Certificate
- Annual price agreement for personnel transport service vehicles
- Making subcontractor service procurement contracts two times a year
- Annual price agreement and supply of staff clothing
- Checking all documents and preparing payment list three times a month
- Optimize payment and lead time in order to use purchasing budget effectively
- Active 430+ suppliers

Sales Representative

ATU Duty Free
Apr 2018 - Oct 2018

- Responsible of sales operations
- Reporting all shift activities
- Documentation of goods in terms of customs free zone rules
- Organizing transfer of goods to other shops in Turkey or abroad

Officer Cadet

Turkish Armed Forces
Nov 2016 - Nov 2017

- Deputy head of the recruiting office in Aksaray
- Obligatory military service as a reserve officer
- Responsible of preparing military documentation
- Responsible of military trainings

Education

İzmir Katip Çelebi University

MBA
Sep 2018 - Feb 2020

- Master of Arts without thesis
- The Topic of Project is "The Main Factors of The Selection of Optimal Suppliers"
- The programme was Turkish
- Graduation Degree 3,40/4

Academy of Finance and Business Vistula Warsaw

International Relations
Feb 2013 - Apr 2016

- Bachelor Degree based on International Trade
- The Topic of Thesis is "The affect of Turkish Nationalism on Turkish Foreign Policy"
- The programme was English
- Graduation Degree 4,10/5

Gediz University

Industrial Engineering
Sep 2009 - July 2012

- Bachelor Degree
- The programme was English
- Drop out University

Certificates

- ISO 14001:2015 Environmental Management System
- ISO 9001:2015 Quality Management System
- ISO 9001:2015 Quality Management System Internal Audit
- ISO 45001:2018 Occupational Health and Safety Management System
- Supply Chain Management
- TOEIC (Test of English for International Communication)

Courses

- Project Management
- Negotiations
- Self Presentations
- Setting up Own Business

Computer Skills

- Ms Office
- Canias ERP
- 1C ERP

Languages

- Turkish (Native)
- English (W:C1 - S:C1)
- Polish (W:A2 - S:A2)

References

- Ozan ONURSAL (Technical Purchasing Supervisor of Mutlu Akü) - +90 533 242 11 45
- Yasin GÜLERER (Procurement and Technical Inventory Manager of Sodrugestvo) - +90 554 943 92 94