

Holds a B. Sc. in Electrical Power & Machines Engineering and has over 8 years of experience determining technical procurement requirements implementing process and performing evaluations to ensure compliance with technical specifications requirements. Has working knowledge of inventory purchasing and accounts payable modules.

## PERSONAL DATA

Nationality : Egyptian  
Gender : Female  
Residence : New Cairo

## EDUCATION

: B. Sc. in Electrical Power & Machines Engineering, Helwan University, 2011

## LANGUAGES

Arabic : Native Language  
English : Excellent

## COMPUTER SKILLS

: Windows, MS Office, Internet

## TRAINING COURSES AND CERTIFICATIONS

: PLC basics programming.  
: Design of electrical Work for projects.

## CHRONOLOGICAL EXPERIENCE RECORD

**Dates** : From Jul. 2015 till now  
**Employer** : Refrigeration and Oxygen Co. - Airtec Group  
**Job title** : Senior Procurement Engineer  
**Job Description** :

- In charge of the foreign purchases for the company for finalizing the purchase orders and contracts.
- Keep the delivery track of the material.
- Defined the negotiation strategies with the buyers and other members of the supply chain team.
- Support the purchasing departments of the group companies throughout the material purchasing and the vendor qualification process.
- Participate in ISO audits resolve procurement and implement associated

- process improvement.
- Acted as primary contact for all technical commercial issues.

**Dates** : From Oct. 2014 till Jul. 2015  
**Employer** : Techno Group for Oil and Gas Services Company  
**Job title** : Procurement & Tendering Engineer  
**Job Description** :

- Utilize the company procurement software to generate request for quotes and purchase requisitions.
- Prepare evaluation reports based on material technical and commercial data.

**Dates** : From Jan. 2012 till Sep. 2014  
**Employer** : Mas for Engineering and Trading Company  
**Job title** : Procurement & Tendering Engineer  
**Job Description** :

- Carry out the purchase order and follow up for the delivery.
- Ability to select the product technically and commercially according to the customer application and requirements.