

Holds a B. Sc. in Mechanical Agriculture and has about 33 years hands-on experience working in procurement, material control, project coordination and logistic/facilitate management.

## **PERSONAL DATA**

Nationality : Egyptian  
Birth Date : 24/11/1962  
Gender : Male  
Marital Status : Married  
Residence : 6<sup>th</sup> October City, Cairo

## **EDUCATION**

: B. Sc. in Mechanical Agriculture, 1986

## **LANGUAGES**

Arabic : Native Language  
English : Good

## **COMPUTER SKILLS**

: Windows, MS Office, Internet  
: Dbase-4 package  
: Lotus application

## **TRAINING COURSES AND CERTIFICATIONS**

- : Safety courses:
- Course preparation safety specialist (3 months).
  - Golden Safety Rules.
  - Fire Fighting.
  - First Aid.
  - Defensive Driving.
  - Environmental Awareness.
  - Task Risk Assessment.
  - Stop – Safety Training Observation Program.
  - A.S.A. – Auditing Safety Advance.

## CHRONOLOGICAL EXPERIENCE RECORD

**Dates** : From Nov. 2012 till now  
**Employer** : Dar Petroleum Operating Company (DPOC)  
DPOC is the largest oil operating company by revenue in East Africa. It is a joint venture amongst PETRONAS, China National Petroleum Corporation (CNPC), China Petrochemical Corporation (Sinopec), Tri-Ocean Energy and Nile Petroleum Corporation.  
**Project** : Juba – South Sudan  
**Job title** : Facilitate Consultant

**Dates** : From Jan. 2011 till Aug. 2012  
**Employer** : International Trade, Investment & Water Treatment Co. (ITI)  
ITI Specializing in water treatment, wastewater treatment and system of fire fighting & protection, they implemented a fire fighting system and lines for steam, water and molasses lines for Kenana factory 2.  
**Project** : Kenana Sugar factory 2 - Sudan - Aldoyam  
**Job title** : Procurement Manager

**Dates** : From Dec. 2009 till Dec. 2010  
**Employer** : AL-TOUKHI Company for Industry, Trading & Contracting  
Al-Toukhi Company for Industry, Trading & Contracting (T.I.T) is an Engineering, Procurement and Construction (EPC) Contractor for Electro Mechanical and Civil Works in the Kingdom of Saudi Arabia.  
**Project** : In Saudi Arabia  
**Job title** : Supply Chain Director

**Dates** : From Jul. 2008 till Nov. 2009  
**Employer** : Rajhi International Agricultural Investment Co. (Raii)  
RAII Company has been formed in 2006 after joining of Saudi Arabia to WTO to take advantage of it and to take care of the international investments of the group. As of now, RAII Company is comprising the below subsidiary companies:

- Saudi Masader Company, engaging in oil refining, water and energy sectors.
- Al-Rajhi International for Investment Co. in Sudan, owning an agricultural project, as well as Atbara first and second cements factories.
- Al-Rajhi International for Investment Co. in Egypt, owning an agricultural project in addition to Al-Watania Poultry Project.
- International Investment Co. in Ukraine, under process for acquiring agricultural projects and trading business.

**Project** : Cairo  
**Job title** : Regional Director of Procurement

**Dates** : From Nov. 2005 till Jul. 2008  
**Employer** : Gulf of Suez Petroleum Co. (GUPCO)

**Project** : Saqqara Project  
The Saqqara Field is a sour oil reservoir located approximately 12.5 km offshore from Ras Shukier in the Gulf of Suez. The discovery in LL87 (May 2003) is GUPCO largest discovery in the Gulf of Suez since 1989 and likely also to be the largest discovery by any operator in the Gulf of Suez over the same period. Access to the LL87 concession (100% BP working interest) in January 2003 marked the end of a five-year negotiation with EGPC, GPC and Ministry of Petroleum.

**Job title** : Logistic & Facilitate Manager

**Dates** : From Feb. 2003 till Oct. 2005

**Employer** : United Gas Derivatives Co. (UGDC)  
UGDC is a joint venture company between GASCO (Egypt) BP (UK) & IEOC (AGIP – ITALY) working in the field of Natural Gas Liquids (under construction) with a head office in Cairo, process site at Port Said and storage and export facilities (jetty) at Damietta.

**Project** : NGL Plant, Storage Tank & Shipping Plant

**Job title** : Project Controller / Coordinator

**Dates** : From Jul. 2001 till Jan. 2003

**Employer** : WINTERSHALL – BASF Group (WILLI)  
WINTERSHALL specializes in energy and is a wholly owned subsidiary of BASF SE, based in Ludwigshafen. WINTERSHALL is active in various regions of the world in the exploration and production of crude oil and natural gas. In Europe the BASF subsidiary trades and sells natural gas. The company markets storage capacities for oil and gas, transportation capacities for gas as well as optic fiber capacities.

**Project** : Oil & Gas Co. in LIBYA

**Job title** : Warehouse Manager

**Dates** : From Jan. 2000 till Jun. 2001

**Employer** : Alexandria Petroleum Maintenance Co. (PETROMAINT)  
PETROMAINT is the Maintenance Co. Work to serve oil & industrial companies and it provide the standard international level from the maintenance and inspection through the maintenance management system.

**Project** : Maintenance of Midor Refinery

**Job title** : Facilitate Manager

**Dates** : From 2000 till 2001

**Employer** : DSD – EGYPT  
DSD – EGYPT is a GERMAN Company work in Egypt in manufacturing, maintenance and modification all the quality steel work.

**Project** : At the Main Office – Procurement Dept.

**Job title** : Procurement Supervisor

**Dates** : From 1999 till 2000  
**Employer** : ABB Petroleum Technology  
 ABB is a global leader in power and automation technologies that enable utility and industry customers to improve their performance while lowering environmental impact. ABB operates in more than 100 countries and has offices in 87 of those countries to give its global and local customers the support they need to develop and conduct their business successfully.

**Project** : Infield Flow Line Project at the West Desert Gas Development (WDGD) with Khalda Petroleum Co. in Egypt  
**Job title** : Site Material Administrator

**Dates** : From 1998 till 1999  
**Employer** : Khalda Petroleum Co. (KPC)  
 KPC was established as joint venture operation co. With REPSOL (SPAIN) and apache (USA) co.'s. The approximate 400 million - \$ dollar projects complex investment, contain three new gas plants; SALAM, TAREK & SOUTH UMBARKA including utilities KHALDA fields concession located in EGYPT'S western desert.

**Project** : West Desert Gas Development (WDGD)  
**Job title** : Senior Material Controller

**Dates** : From 1996 till 1998  
**Employer** : QARUN Petroleum Co. (QPC)  
 QPC was established as a joint venture operation company in Aug. 1995 with the intention of developing the 50.000 BOPD. QARUN oil field concession located in EGYPT western desert.

**Project** : Qarun Field Development  
**Job title** : Senior Material Controller

**Dates** : From 1995 till 1996  
**Employer** : EL EZZ Group (EZZ)  
 EL EZZ is a group of industrial establishments consists of many factories (BORSALIN EL EZZ, EL GAWHARA for ceramic, EL EZZ for iron factory at SADAT City, EL BARAKA iron factory and el EZZ/DEKHALLA iron factory).

**Project** : Preparing to ISO 9001 for the Ceramic Factory – EL SADAT City  
**Job title** : Procurement Supervisor

**Dates** : From 1994 till 1995  
**Employer** : GEISUM Oil Co. (GEISO)  
 GEISO is an E.G.P.C. Company, working in oil/gas activities at "GABAL EL ZIET" located in EGYPT'S eastern desert.

**Project** : North Field Development Project Phase II  
**Job title** : Material Controller

**Dates** : From 1993 till 1994  
**Employer** : EL KHORAIF Co. – CASTROL OIL  
 CASTROL is English Company joint venture with EL-KHORAIF Co. in KSA.

- Project** : South Area – KSA  
**Job title** : Sales Supervisor
- Dates** : From 1992 till 1993  
**Employer** : EL THANIAN Establishment  
 EL THANIAN is an Agriculture Establishment working as a big dealer with EL KHORAIF Co. in KSA.
- Project** : Al Qassim Area – KSA  
**Job title** : Sales Supervisor
- Dates** : From 1987 till 1992  
**Employer** : BADR Petroleum Co. (BAPETCO)  
 BAPETCO is joint venture between E.G.P.C. and shell international these fields located at western desert in EGYPT.
- Project** : BED-3, BED-2 Gas Plant Stations and BED-1 Oil Field Modification  
**Job title** : Administration Specialist
- Field of experience** :
- Work as an Expert in area of supply chain management, gradually assumed all places and positions specialized in field of procurement (purchasing, contracts, warehousing and business of logistics).
  - Ability to manage and develop supply chain management work efficiently; participated in creation, development and preparation of operating procedures of Supply Management for many companies.
  - As Director of Supply Chain:
    - Responsible for planning, directing and monitoring development and execution of innovative procurement and warehouse functions to meet Company's present and future requirements.
    - Ensure the development of strategic goals, business plans, budgets and resources for the Supply Chain function in accordance with company overall strategy and direction.
    - Provide direction for the development of adequate policies and processes for the Supply Chain function to maintain efficient operational excellence in order to achieve company overall strategic goals.
    - Promote accountable environment with clear and defined employees' responsibilities, authorities and accountabilities.
    - Align and update the Supply Chain function's strategic goals with company overall strategic goals and ensures mechanism of achieving these goals.
    - Direct the supply chain team to manage demand management, materials supply management, procurement, and supply chain reporting.
    - Establish, support and assist in the implementation and execution of best practice processes to reach desired levels of performance.
    - Provide key leadership for problem resolution to facilitate improvements in communications and working relationships when necessary.
    - Responsible for the data integrity, management and communication of all supply related plans and schedules.
    - Ensure compliance with all applicable company and regulatory

- guidelines.
- Lead and direct technical and commercial evaluations, negotiations and selection of the subcontractors and vendors for major contracts, as appropriate.
- Direct the establishment and negotiation of Joint Ventures with major suppliers.
- Set procurement strategies for various types of supplies / materials involving major high volume materials.
- Oversee vendors / suppliers schedule commitments, contractual requirements, and quality standards.
- Ensure requested items, material, spare parts or equipment are efficiently delivered.
- Direct all regions and sites warehouses, and oversees periodic and annual stock counts.
- As Procurement Manager:
  - Responsible for managing Company procurement activities and operations from identifying requirements to receiving material / services in order to fulfill Company project needs and requirements efficiently and effectively.
  - Develop the Procurement function's strategic goals, business plans, budgets and resources in coordination with the Director of Supply Chain.
  - Develop adequate policies and processes for the Procurement function to maintain efficient operational excellence.
  - Communicate the Procurement function's guidelines and processes to employees and ensures clear understanding of these guidelines.
  - Work towards achieving the Procurement function's strategic goals and reports progress to executive management.
  - Plan, direct and manage the procurement activities of the company under direction from the Director of Supply Chain.
  - Develop, review and approve new or improved procurement methods to maintain economy and efficiency of operation.
  - Review and understand bid proposals and specifications and provide recommendations on procurement methods and suppliers.
  - Create responses to special correspondence and handles special assignments and problems such as responses to vendor/client inquiries and bid clarifications.
  - Demonstrate continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality service.
  - Monitor procurement requests received from company projects and department heads, using the appropriate procurement method (Direct Purchasing, RFQ, RFP, etc) depending on the nature of the requested item/service and in accordance with applicable procurement policies & processes.
  - Identify sourcing needs for company by reviewing the material requirements of the various projects, and establishes policies for sourcing of the concerned items/ materials.
  - Evaluate of supplier / vendor bids in accordance with pre-established evaluation criteria. Invite concerned functions to participate in the evaluation, supplier interviews or any other evaluation methodology used in determining the successful supplier, as appropriate.

- Develop a robust vendor base and enters into purchase agreements with the vendors for supplying company's needs based on the requirements of the projects.
- Pre-qualify vendors / suppliers based on schedule commitments, contractual requirements, and quality standards and develop the preferred / approved vendor list of company for different key materials and services across different geographies.
- Collect and share supplier / vendor qualification and performance information from / with respective projects across company for future preference and consideration.
- Negotiate payment terms and discounts with suppliers to secure items and services in the specified form, quality, quantity and time-frame required and at the most suitable price.
- Consider the consolidation, where applicable, of projects major materials demand for greater negotiating power and lower costs (economies of scale), and oversees the supplier awarding and delivery of materials.
- Manage the preparation and issuance of purchase orders, requests for quotations, requests for proposals and all relevant documents.
- Participate in the technical and commercial evaluation, negotiations and selection of the contractors and vendors for major and huge contracts, and as appropriate.
- Contribute to the establishment and negotiation of JV's (Joint Ventures) with major suppliers.
- Manage the delivery methods of purchased material / equipment in coordination with the requesting projects.
- Manage and track and expedite delivery of materials directly with supplier to the requesting site.
- Identify potential subcontractors within company's industry and region, and ensure subcontractor's list is always maintained and updated.
- In coordination with project managers, monitor subcontractor performance, schedule progress against actual work progress, and ensure delivery of client requirements in line with subcontractor agreement.
- Conduct performance evaluation processes for the Procurement function's employees to cover objective settings progress performance meetings and performance appraisals.
- Ensure the adherence of the Procurement function's employees to company's guidelines policies and processes.
- Administer on-line purchasing systems.
- Arrange for disposal of surplus materials.
- As Warehouse Manager:
  - Responsible for planning, managing and monitoring all activities related to warehouses, inventory, and distribution as well as managing the safe receipt, storage, retrieval and timely dispatch of materials.
  - Ensure workplace health and safety requirements are met and take responsibility for the security of the building and stock.
  - Develop the Warehouse function's strategic goals, business plans, budgets and resources in coordination with the Director of Supply Chain.
  - Develop adequate policies and processes for the Warehouse

- function to maintain efficient operational excellence.
- Communicate the Warehouse function's guidelines and processes to employees and ensures clear understanding of these guidelines.
  - Work towards achieving the Warehouse function's strategic goals and report progress to executive management.
  - Plan materials to be stocked in inventory based on understanding of criticality, usage and predictability of demand of projects / sites.
  - Manage receiving of ordered materials from suppliers, and monitor quality and quantity inspection against approved purchase order.
  - Review, analyze and control the minimum and maximum levels of stocked materials, in addition to re-order points of critical and fast moving materials.
  - Coordinate with the Procurement function, sites, and projects in order to authenticate specifications of requested material, spare parts, or equipments.
  - Manage all regions and sites warehouses, and performs periodic and annual stock count and physical inventory.
  - Analyze and consolidate stock movement transactions, and produces periodic reports and statistics as required.
  - Provide an accurate valuation of inventory for financial purposes, and approve stock replenishment orders.
  - Ensure materials and equipments are stored correctly and safely, as well as safe and clean workplace for employees in compliance with local regulations. Assume responsibility of security matters related to projects warehouses buildings and materials.
  - Coordinate with Procurement function and sites in matters related to expected deliveries and shipping, and ensure on-time delivery and shipping of issued materials and equipments to requesting department, project or site.
  - Coordinate with Procurement and Resources Management functions with regard to returned / unused equipments and machinery from sites and projects.
  - Track and report the damaged items during transportation.
  - Conduct performance evaluation processes for the Warehouse function's employees to cover objective settings progress performance meetings and performance appraisals.
  - Ensure the adherence of the Warehouse function's employees to company's guidelines policies and processes.
  - Safeguard warehouse operations and content by establishing and monitoring security procedures and protocols.
  - Control inventory levels by conducting physical counts; reconciling with data storage system.
  - Maintain physical condition of warehouse by planning and implementing new design layouts; inspecting equipment; issuing work orders for repair and requisitions for replacement.
  - Achieve financial objectives by preparing an annual budget; scheduling expenditures; analyzing variances; initiating corrective actions.
  - Maintain warehouse staff by recruiting, selecting, orienting, and training employees.
  - Maintain warehouse staff job results by coaching, counseling, and disciplining employees; planning, monitoring, and appraising job results.



- Optimum management of mini/max, Level stock replacement, movement, loading and unloading, supervision and storage.
- Preparation and submitting of reports, monthly stock valuation movement to the management.
- Safety as foremost concern, all junior and senior staffs must be made aware of safety procedures by the safety rules and standards lay down by the company.
- As Project Controller / Coordinator:
  - Establishing and implementing overall administrative support for all Project.
  - Develop induction procedure and implement ensuring new starts have PPE and appropriate training and induction prior to starting their jobs (working with HSSE Manager to HSSE inductions).
  - Strong Day-To-Day reporting link to:
    - Project Manager / Deputy Project Manager.
    - Construction & Commissioning Manager.
    - Site Manager.
  - Interface closely with:
    - IT Department.
    - Logistics Manager.
    - Company Camp Boss.
    - Project HSSE.
  - Contact Suppliers to obtain timely submission of Engineering Data, and to follow up on the Supplier's Material Acquisition and Production Progress.
  - Coordinate with Engineering for the timely Review/Approval and Return of Engineering Data Submitted by Suppliers.
  - Obtain Copies of Supplier Orders for Material, perform Sub-Supplier Expediting, where necessary. Advise Supplier Quality Representative of the Origins of Major Buyouts to they may Determine if Source Inspection will be required.
  - Review Production Schedules and Progress Reports from Suppliers to determine if Supplier's Programs and Progress appear Satisfactory to meet Jobsite Requirements and, if not, initiate Corrective Action with Supervisory Guidance.
  - Maintain a Working File for each Purchase Order being monitored, including Copies of all appropriate Correspondence.
  - Provide Input, for the Status of Material and Equipment Report, Critical Items Reports, and Supplementary Reports as required.
  - Coordinate with Planning and Scheduling, Material Coordinators, and Construction to determine Priorities, Sequences, and required Delivery Dates and advise Suppliers accordingly.
  - Coordinate Special Shipping Arrangements or Tracing Requests with the Project Traffic Representative.
  - Prepare Supplier Evaluation Reports to confirm Receipt at the Jobsite of all items on the Purchase Order.
- As Facilitate Coordinator:
  - Troubleshoot any technical hitches and/or implement additional functions required after initial review by project team and throughout project duration.
  - Liaise with project team on technical matters; participate in team meetings and online discussions to advice on technical aspects of project realization.

- Develop and implement a beta test for project systems (involving invited user groups) in conjunction with and to a schedule agreed with the Project Director.
- In cooperation with DCC and PLANETS projects, participate in the definition, running and evaluation.
- Ensure weekly targets agreed with Project Director are met and workload prioritized to meet short term and over-arching tasks.
- Insure that office has coverage during all business hours and extended program hours.
- The responsibilities for this position are to deliver projects to schedule and to budget and to manage multiple projects at any given time.
- Manage and maintain quality, interdependencies, resources, financial performance, project time-lines and outcomes, direction and strategies.
- Facilitate communication channels between the project team and Contractors.
- Collect, interpret, analyses and confirm new or changed requirements.
- Manage project budget, financial reporting, forecasts and invoicing.
- Liaise with existing and potential users, initiating solutions to business problems encountered.
- Gather and document requirements.
- Analyses business requirements, propose and develop appropriate logical solutions.
- Confirm with parties the suitability of proposed solutions, including assessment of impact.
- Create functional requirements and agree with project team and client.
- Provide training for business representatives.