

Holds a Bachelor of Commerce (Accounting Dept.) and has about 21 years hands-on experience, including 18 years working in procurement field.

PERSONAL DATA

Nationality : Egyptian
Birth Date : 20/03/1976
Gender : Male
Marital Status : Married
Residence : Giza, Cairo

EDUCATION

: Bachelor of Commerce (Accounting Dept.), Zagazig University, 2001

LANGUAGES

Arabic : Native Language
English : Good
French : Fair

COMPUTER SKILLS

: Windows, MS Office (Word, Excel), Internet
: ERP systems
: Oracle

TRAINING COURSES AND CERTIFICATIONS

: Negotiation Skills.
: Effective Procurement Management & Ways of Sourcing (OGS).

CHRONOLOGICAL EXPERIENCE RECORD

Dates : From Mar. 2021 till now
Employer : Dredging International NV. (DEME Group)
Job title : Senior Procurement Specialist
Job Description :

- Forecasting levels of demand for services and products to meet the business needs and keeping a constant Check on stock levels.
- Conducting research to ascertain the best products and suppliers in terms of best value, delivery schedules and quality.
- Liaising between suppliers, manufacturers, relevant internal departments

and customers.

- Identifying potential suppliers, visiting existing suppliers, and building and maintaining good relationships with them.
- Negotiating and agreeing contracts and monitoring their progress, checking the quality of service provided.
- Processing payments and invoices.
- Keeping contract files and using them as reference for the future.
- Forecasting price trends and their impact on future activities.
- Giving presentations about market analysis and possible growth.
- Developing an organization's purchasing strategy.
- Producing reports and statistics using computer software.
- Evaluating bids and making recommendations based on commercial and technical factors.
- Ensuring suppliers are aware of business objectives.
- Attending meetings and trade conferences.
- Training and supervising the work of other members of staff.

Dates	:	From Aug. 2018 till Feb. 2021
Employer	:	Egyptian Petroleum HH Rig Manufacturing Shareholder Co.
Job title	:	Local Procurement Section Head and Logistic & Custom Clearance Follow up
Job Description	:	<ul style="list-style-type: none">• Responsible of all local procurement procedures & issues.• Follow up all work related to logistics & custom clearance.• Receiving MR from departments with complete information indicated budget & approved.• Collect Quotations from specialists suppliers.• Issue P.O after assure that all processing evaluation of technical & commercial evaluation has been compliance with company polices.• Follow up, handover and apply the PO's terms & conditions of time / cost / specification / quality / delivery / payment.• Apply supplier evaluation system for all local purchasing material , that enhance the company to achieve the most effective cost reduction.• Increase the database of Egyptian local supplier to be able to gain the most competitive offer.• Comply with internal document circulation.• Review the supplier invoices after receiving all the required material & documents including MRR signed by authorized persons.• Well controlled & monitor of all warehouse stock material , update all the material list including consignment agreement list project return material and rig return spare part and apply the card system and material map location for all stocked material.• Update with local procurement & logistic team the material stock list of remaining material to be categorized according to company policy.• Follow up and control all the logistic procedures and keep good relationship with the governmental sector (such as GAFI, Custom Authority).

Dates	:	From Nov. 2016 till Jul. 2018
Employer	:	Talaat Moustafa Group
Job title	:	Purchasing Section Head

- Job Description** :
- Forecasting levels of demand for services and products to meet the business needs and keeping a constant Check on stock levels.
 - Conducting research to ascertain the best products and suppliers in terms of best value, delivery schedules and quality.
 - Liaising between suppliers, manufacturers, relevant internal departments and customers.
 - Identifying potential suppliers, visiting existing suppliers, and building and maintaining good relationships with them.
 - Negotiating and agreeing contracts and monitoring their progress, checking the quality of service provided.
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 - Developing an organization's purchasing strategy.
 - Producing reports and statistics using computer software.
 - Evaluating bids and making recommendations based on commercial and technical factors.
 - Ensuring suppliers are aware of business objectives.
 - Attending meetings and trade conferences.
 - Training and supervising the work of other members of staff.

Dates : From May 2014 till Oct. 2016

Employer : Middle East Glass Manufacturing Company SAE

Job title : Purchasing Supervisor

- Job Description** :
- Establish data base format and update regularly.
 - Receiving all the local purchase requisitions from the project engineers.
 - Search items to a competitive price trough several providers and to deal with the chosen contractors or suppliers to get the best conditions for price and payments.
 - Purchase orders in accordance with company's policies and procedures.
 - Receive, analyze and negotiate subcontractors/supplier's proposals.
 - Prepare financial comparisons.
 - Releasing POs on oracle system.
 - Prepare contract agreements.
 - Ensure that materials, equipment, and supplies are ordered and delivered in a timely manner.
 - Pre-qualify new suppliers and evaluate the performance of the current ones according to the internal procedures.
 - Supervise expediting the shipments and delivery of ordered, materials & services.
 - Maintain and update the company vendor list.
 - Managing inventory pipeline in order to create competitive advantage and to market conditions.
 - Verification of invoices and coordination with the financial dept. for the payment terms.
 - Ensure that the vendor's dues are paid in timely manner.

Dates : From Apr. 2013 till Apr. 2014

Employer : Misr Contraco Group (Main Office)

Job title : Purchasing Manager

Job Description :

- Establish data base format and update regularly.
- Receiving all the local purchase requisitions from the project engineers.
- Search items to a competitive price trough several providers and to deal with the chosen contractors or suppliers to get the best conditions for price and payments.
- Purchase orders in accordance with company's policies and procedures.
- Receive, analyze and negotiate subcontractors/supplier's proposals.
- Prepare financial comparisons.
- Prepare contract agreements.
- Ensure that materials, equipment, and supplies are ordered and delivered in a timely manner.
- Pre-qualify new suppliers and evaluate the performance of the current ones according to the internal procedures.
- Supervise expediting the shipments and delivery of ordered, materials & services.
- Maintain and update the company vendor list.
- Managing inventory pipeline in order to create competitive advantage and to market conditions.
- Verification of invoices and coordination with the financial dept. for the payment terms.
- Ensure that the vendor's dues are paid in timely manner.

Dates : From Apr. 2004 till Jan. 2013

Employer : Metito Water Treatment Co. (Main Office)

Metito, the UAE based international water desalination and wastewater treatment specialist, announced that its water demineralization technology is helping six power plants, at various locations across Egypt, to generate electricity. The six plants generating additional power are owned by Egyptian electricity companies which include: El-Kureimat, Al-Atf, Nubaria, Tebbin, Cairo West and Sidi Krir. The combined power capacity of the six plants is 8,050MW daily and Metito's project value is in excess of \$54m treating over 30,000 m3 of water per day. In addition to many other example projects as El Abd Toristic Village North Cost with capacity 200 M3/D, Shoubra El-Kheima Surface WTP with capacity 200 000 M3/D, El Ain El Sokhna Port with capacity 2 x 432 M3/D. In addition to many other projects in Egypt and various countries in the world.

Job title : Purchasing Executive

Job Description :

- Establish data base format and update regularly.
- Receiving all the local purchase requisitions from the project engineers.
- Search items to a competitive price trough several providers and to deal with the chosen contractors or suppliers to get the best conditions for price and payments.
- Purchase orders in accordance with company's policies and procedures.
- Receive, analyze and negotiate subcontractors/supplier's proposals.
- Prepare financial comparisons.
- Prepare contract agreements.
- Ensure that materials, equipment, and supplies are ordered and delivered in a timely manner.
- Pre-qualify new suppliers and evaluate the performance of the current ones according to the internal procedures.

- Supervise expediting the shipments and delivery of ordered, materials & services.
- Maintain and update the company vendor list.
- Managing inventory pipeline in order to create competitive advantage and to market conditions.
- Verification of invoices and coordination with the financial dept. for the payment terms.
- Ensure that the vendor's dues are paid in timely manner.

Dates : From Jan. 2002 till Apr. 2004

Employer : Osama Khalil for Scan

Job title : Accountant

Job Description :

- Responsible and controlling the branch petty cash.
- Recording all cash in-out transactions in the ledger.
- Responsible for preparing and transferring the monthly staff salaries.
- Responsible for all the suppliers' accounts and transactions.

Dates : From Jun. 2001 till Jan. 2002

Employer : Mido for Paints & Chemical Industries Co. in Zagazig branch

Job title : Sales Accountant

Job Description :

- Coordinating work with sales men every morning.
- Receiving orders from sales men and recording it in sales system.
- Contacting with customers directly by phone (receiving orders, comments and complains).
- Making invoices and total store issues according to the delivery plan for each vehicle.
- Preparing daily reports to the main management reflecting sales numbers in quantities and values.
- Preparing monthly reports reflecting the sales and financial status of the branch.