

106381-MEC-459Ekm-S-2005
Purchasing Specialist / Material Controller / Sales

Holds a Bachelor of Social Service and has about 16 years experience as Purchasing Specialist, Material Controller and Sales.

PERSONAL DATA

Nationality : Egyptian
Birth Date : 19/03/1984
Gender : Male
Marital Status : Single
Residence : Nasr City, Cairo

EDUCATION

: Bachelor of Social Service, Institute of Social Service, Cairo, 2005

LANGUAGES

Arabic : Native Language
English : Good

COMPUTER SKILLS

: Windows, MS Office, Internet

TRAINING COURSES AND CERTIFICATIONS

: English courses at Sye Center.
: SAP (material management) online course.

CHRONOLOGICAL EXPERIENCE RECORD

Dates : For 1 year
Employer : GS E&C
Project : ERC REFINERY PROJECT, MOSTOROD
Job title : Purchasing Specialist
Job Description :

- Follow up the approved purchasing requisitions from several departments, review planned orders, and manage approval process.
- Conducting research on potential products, vendors, and services, and comparing price and quality to ensure the best deal.
- Preparing proposals, requesting quotes, and negotiating purchase terms and conditions.
- Complying with company policies, procedures, and regulatory standards.

- Prepare purchase orders by verifying specifications and price Track orders and ensure timely delivery.
- Liaising with internal project teams and maintaining strong supplier relations.
- Verify receipt of items by comparing items received to items ordered and resolving shortcomings.
- Update on a regular basis "Suppliers' master data file" & ensure that all new suppliers are added with all their contact details.
- Regular cooperation with Quality Control Department for updating the specification of raw materials.
- Monitor stock levels and place orders as needed.
- Coordinate with warehouse staff to ensure proper storage.
- Familiar with incoterms, payment terms, required documents for customs release declaration.

Dates : For 1 year
Employer : GS E&C
Project : ERC REFINERY PROJECT, MOSTOROD
Job title : Material Controller
Job Description :

- Monitor stock for material and gas cylinder and make purchasing request.
- Follow up material needs with area managers (sru-vdu-hcu).
- Knowledge in various types of commercial activities such as inducting, procurement export-import.
- Forward required documentation to corporate or purchasing.
- Depending on the nature of item to be procured.
- Keep record the data of consumable items and restock accordingly.
- Ensure the store kept clean and organized.
- Control equipment movements (trailer-forklift-cranes) and make time sheet for operators.

Dates : For 4 years
Employer : Montillon Grand Horizon Beach Resort Hurghada (Cairo Central Reservation Office)
Job title : Reservation Sales Agent
Job Description :

- Handle confirmation & amendment & cancellation reference Hotel Policy and rates.
- Dealing with touristic companies and calculate commission reference to contract.
- Process reserving by email or phone and online.
- Make promotion offers and designed it by Photoshop and make campaign by Email & calls.
- Work on micros Fidelio hotel management system.
- Trace payment with touristic companies and individuals.
- Knowing the type of rooms available as well as their location and layout.

Dates : From 2005 till 2013
Job Description : My own business (Food Products Distribution – Sales).