

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.