

Holds a B. Sc. in Communication & Electronics Engineering and has over 7 years hands-on experience, including 3 years working as Procurement Engineer at several Power Plants.

PERSONAL DATA

Nationality : Egyptian
Birth Date : 20/09/1983
Gender : Male
Marital Status : Single
Residence : Helwan

EDUCATION

: B. Sc. in Communication & Electronics Engineering, Zagazig University, 2005

LANGUAGES

Arabic : Native Language
English : Fluent

COMPUTER SKILLS

: Windows, MS Office (Word, Excel, Power Point), Internet

TRAINING COURSES AND CERTIFICATIONS

: OSHA General Industry Safety & Health standards (29 CFR 1910).
: OSHA Construction Industry Safety & Health standards (29 CFR 1926).
: Writing and Management Winning Proposals for Engineering Projects in AUC.
: Microsoft Office Word 2007 in New Horizons.

CHRONOLOGICAL EXPERIENCE RECORD

Dates : From Sep. 2011 till now
Employer : [EGYPTROL](http://www.egyptrol.com)
Job title : Marketing Supervisor
Job Description : Role purpose:

- Understanding customer needs to develop customer oriented solutions and enhance knowledge of internal processes to ensure a successful offer.

- Responsible for overall tender (commercial & technical); pre-sales tender documents, overall calculation and cash flow calculation.
- Support sales staff technically during pre-tender and post-tender phase.

Responsibilities:

- Initiating tendering process:
 - Lead, plan and control proposal projects.
 - Prepare and examine new tenders to ensure adherence to terms/conditions and specifications.
 - Structures division of work and responsibilities between the parties involved and coordinates the different packages of suppliers.
 - Submit offers in accordance with company procedures.
- Managing proposed projects:
 - Ensure that schedules are met and control contract documents.
 - Review/coordinate information flow internally, to/from vendors and to/from customers.
 - Implement actions to explore all possibilities and eliminate/minimize problems.
 - Technical solution design activities (strategy, transition and transformation, solution and delivery model, applications knowledge).
- Providing feedback on the proposed projects:
 - Monitor/analyze/report tendering performance, actively seek feedback on contract performance to improve overall process and increase tendering quality.
 - Review change requests, prepare quotes/implement changes, with support from technical and other staff as required.
 - Assist to resolve disputes over back charges, delays, warranties and similar.
 - Participate in meetings to provide information on assigned tenders/projects/resolve problems.
 - Handover final order / contract to project manager after necessary approvals.
- Maintain tendering database:
 - Maintain supplier, costing and pricing databases.
 - Develop and maintain tender backlog database.
 - Provide market intelligence and business updates (including tender results/analysis) to support sales activities.

Dates : From Jun. 2009 till Sep. 2011

Employer : [EGYPTROL](#) – Seconded to TPSC (Toshiba Plant Systems & Services)

Projects : Sidi Krir and El-Atf 750MW Combined Cycle Power Stations

Job title : Procurement Engineer

Job Description : Role purpose:

- Receiving bill of quantities, full specifications and drawings for requested material in two sites from technical persons in electrical and mechanical departments.
- Chase vendors and suppliers to submit us with quotations and issuing the Purchase order for material after check specifications.
- Sending material to persons who asked for it after receiving.
- Follow up payment instruction with vendors and suppliers.

Responsibilities:

- Purchasing process:
 - Receive quantities and specification for required material in two sites.
 - Make bill of quantities then choose which vendors we can ask to provide us with quotations.
 - Chase vendor to submit us with quotations quickly with catalogs and certificates.
 - Quotations revising after received and make negotiation for delivery time, price, terms, conditions, payment terms and transportation cost.
 - Take approval for technical specifications from technical person who asked for material before.
 - Sending Purchase order with confirm delivery date after technical person approval and final confirmation with vendor.
 - Following up vendor to deliver material in mentioned date and ask him to send packing list before deliver material then inform our site with exactly delivery date.
 - Take confirmation from material controller for quantities and specifications.
- Payment process:
 - Instruct vendors to send original invoices.
 - After receiving original invoices from suppliers revise payment terms, completed delivery, sale tax.
 - Take approval for invoice pay from site manger then send to following person.
- Providing feedback to my Managers:
 - Make site procurement status list for all shipments contain all data about every shipment.
 - Sending procurement list to managers twice every week after update.
 - Make payment list contain all shipment payment status and sending to mangers twice every week.
- Maintain procurement database:
 - Maintain supplier, costing and pricing databases.
 - Develop and maintain purchasing orders and payment database.
 - Assist to resolve disputes over back charges, delays, warranties and similar.
 - Participate in meetings to provide information on assigned vendors/suppliers/resolve problems.
 - Provide market intelligence and business updates to support procurement activities.

Dates : From Aug. 2008 till May 2009
Employer : SIEMENS
Project : Shoubra El-Kheima Power Station DCS converting project (Unit 2, Unit 4)
Job title : Procurement Engineer
Job Description : Role purpose:

- Receiving bill of quantities, full specifications and drawings for requested material in two sites from technical persons in electrical and mechanical departments.
- Sending material to persons who asked for it after receiving.

- Chase vendors and suppliers to submit us with quotations and issuing the Purchase order for material after check specifications.
- Follow up payment instruction with vendors and suppliers.

Responsibilities:

- Purchasing process:
 - Receive quantities & specification for required material in 2 sites.
 - Make bill of quantities then choose which vendors we can ask to provide us with quotations.
 - Chase vendor to submit us with quotations quickly with catalogs and certificates.
 - Quotations revising after received and make negotiation for delivery time, price, terms, conditions, payment terms and transportation cost.
 - Take approval for technical specifications from technical person who asked for material before.
 - Sending Purchase order with confirm delivery date after technical person approval and final confirmation with vendor.
 - Following up vendor to deliver material in mentioned date and ask him to send packing list before deliver material then inform our site with exactly delivery date.
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- Maintain procurement database:
 - Maintain supplier, costing and pricing databases.
 - Develop and maintain purchasing orders and payment database.
 - Assist to resolve disputes over back charges, delays, warranties and similar.
 - Participate in meetings to provide information on assigned vendors/suppliers/resolve problems.
 - Provide market intelligence and business updates to support procurement activities.

Dates : From Jan. 2008 till Aug. 2008
Employer : ECEI Egypt, Gisir El Suez, Cairo
Job title : Tendering / Sales Engineer
Job Description : Role purpose:

- Understanding customer needs to develop customer oriented solutions and enhance knowledge of internal processes to ensure a successful offer.

- Responsible for overall tender (commercial & technical); pre-sales tender documents, overall calculation and cash flow calculation.
- Support sales staff technically during pre-tender and post-tender phase.

Responsibilities:

- Initiating tendering process:
 - Lead, plan and control proposal projects.
 - Prepare and examine new tenders to ensure adherence to terms/conditions and specifications.
 - Structures division of work and responsibilities between the parties involved and coordinates the different packages of suppliers.
 - Submit offers in accordance with company procedures.
- Managing proposed projects:
 - Ensure that schedules are met and control contract documents.
 - Review/coordinate information flow internally, to/from vendors and to/from customers.
 - Implement actions to explore all possibilities and eliminate/minimize problems.
 - Technical solution design activities (strategy, transition and transformation, solution and delivery model, applications knowledge).
- Providing feedback on the proposed projects:
 - Monitor/analyze/report tendering performance, actively seek feedback on contract performance to improve overall process and increase tendering quality.
 - Review change requests, prepare quotes/implement changes, with support from technical and other staff as required.
 - Assist to resolve disputes over back charges, delays, warranties and similar.
 - Participate in meetings to provide information on assigned tenders/projects/resolve problems.
 - Handover final order / contract to project manager after necessary approvals.
- Maintain tendering database:
 - Maintain supplier, costing and pricing databases.
 - Develop and maintain tender backlog database.
 - Provide market intelligence and business updates (including tender results/analysis) to support sales activities.

Dates : From Jul. 2005 till Jan. 2008
Employer : Egyptian Air Forces
Project : Military Service
Job title : Information Technology Officer