

**100858-PRC-E-2001**  
**Contracts & Procurement Manager**

Holds a B. A. in Management Science, a General Management Diploma, a Diploma in Business Administration and B. A. in Law. CICCM, CIPS Contracts Manager with 16 years experience in multicultural and multinational environments.

## PERSONAL DATA

Nationality : Egyptian  
Birth Date : 02/04/1979  
Gender : Male  
Marital Status : Married  
Residence : Cairo

## EDUCATION

: B. A. in Management Science, Sadat Academy, 2001  
: General Management Diploma, Sadat Academy, 2003  
: Diploma in Business Administration, American University in Cairo (AUC), 2005  
: B. A. in Law, Cairo University, 2010

## LANGUAGES

Arabic : Native Language  
English : Excellent

## COMPUTER SKILLS

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

## TRAINING COURSES AND CERTIFICATIONS

: Effective Negotiation Skills at MARC (Al-Ahram Organization).  
: Oracle Application Functional Consultant (Major: Supply chain management).  
: Certified International Commercial Contracts Manager (CICCM) (Major: Contracts Management): This Certification Program is a core certification program of The International Purchasing and Supply Chain Management Institute (IPSCMI). This program offers the designation of CICCM (The Certified International Commercial Contracts Manager) to candidates who demonstrate their understanding of the fundamentals of the profession through the successful completion of rigorous professional certification examinations based upon the INTERNATIONAL COMMERCIAL

- CONTRACTS MANAGEMENT BODY OF KNOWLEDGE (ICCMBOK).
- : Cross Departments Collaboration, Life Coaching Egypt.
- : Supply Chain Management – Oracle Application Functional Consultant at Oracle, Egypt:
  - Inventory track.
  - Procure to pay (purchasing and account payable).
  - Order to cash (order management and account receivables).
  - AIM (Application Implementation Methodology).
- : Business course in Supply Chain Management Cycle, International Aventi Management Consulting Institute at Fujitsu, Egypt:
  - Inventory.
  - Purchasing.
  - Supply chain, etc.
- : Communications & Effective Writing and Presentation Skills course at Fujitsu, Egypt.

## CHRONOLOGICAL EXPERIENCE RECORD

- Dates** : From Jul. 2009 till now
- Employer** : Etisalat Misr
- Job title** : Contracts and Procurement Manager
- Job Description** :
- Review and assess the specifications before being sent to bidders with the object of maintaining the level of equality/transparency and understanding among the invited bidder.
  - Prepare the full set of RFP's documents (including list of suitable bidders, management approval, budget approval, ...etc.) to issue the RFP.
  - Collect the nomination from all stakeholders (requester, finance department, ...etc.) to obtain management approval for the formulated committee.
  - Contribute with committee members in the technical / financial negotiations with the bidders to maintain the level of equality/ fairness and Etisalat's Policy and Procedure are fully applied.
  - Supervise/negotiate the contractual conditions for each offer against Etisalat's Terms and Conditions, in order to enhance the level of compliance for all bidders to maximize Etisalat benefits.
  - Collect the committee members inputs, each in his/her part to proceed with drafting the final evaluation report with committee's recommendation to be submitted for approval by top management.
  - Keep up the level of confidentiality among the committee members/bidders and stakeholders.
  - Drafting, Evaluation, Negotiation and Execution: (Non-Disclosure Agreements(NDA), Purchasing Agreements, Sub-contracts, Consulting Agreements, Licensing Agreements, Master Agreements, Framework Agreement, LOI, PO ....).
  - Send the drafted contracts for clearance by finance & legal department, including all supporting documents and confirmations received from the concerned Depts to maintain all the required inputs.
  - Serve as the point of contact for bidders/suppliers on contractual matters. Act as contractual "middleman" between Etisalat's employees and bidders/suppliers, ensuring timely review and approval /

reconciliation of variations.

- On all standard and nonstandard contracts, provide redlined recommendations and often negotiate directly with bidders/suppliers attorneys or contracts/procurement staff until consensus has been reached.
- Maintain contractual records and documentation such as receipt and control of all contract correspondence, suppliers contact information sheets, contractual changes, status reports and other documents for all projects.
- As needed, provide guidance on contract matters to project managers or other operational staff in contracting practices and procedures for Etisalat.
- Develop and implement procedures for contract management and administration in compliance with Etisalat policy. As appropriate, contribute to or influence Etisalat policies.
- Work closely with all internal departments including (Finance/Technical/IT and or commercial....etc.) to insure that all contractual requirements are fully utilized.
- Monitor competitive terms. Monitor supplier's satisfaction with Etisalat Terms and Conditions and contracting practices. Recommend changes if applicable.
- Ensure that signed contracts are communicated to all relevant parties to provide contract visibility and awareness, interpretation to support implementation.
- Handle on-going issue and change management.
- Monitor transaction compliance (milestones, deliverables, invoicing etc.).
- Following up the contract taken into consideration all condition and terms till the final deliverable and final payments.
- Oversee Service Level Agreement Compliance.
- Ensure contract close-out, extension or renewal.
- Prepare purchase orders (PO) through a computerized system.
- Interview vendors and evaluate their products and capabilities as suppliers.
- Conduct research, evaluates findings, and make decisions on procurement matters.
- Review contracts to evaluate overall revisions, price, and past performance of each contract prior to bid or renewal.
- Demonstrate continuous effort to improve operations, decrease turnaround times, and streamline work processes.

<b>Dates</b>	:	From Jan. 2005 till Jul. 2009
<b>Employer</b>	:	The Industrial Modernization Centre (IMC) – European-Egyptian Fund, a centre funded by European Commission – 250 Million €
<b>Job title</b>	:	Contracts Control & Procurement Manager
<b>Job Description</b>	:	<ul style="list-style-type: none"><li>• Direct and coordinate activities of workers engaged in formulating bid proposals. Evaluate or monitor contract performance to determine necessity for amendments or extensions of contracts, and compliance to contractual obligations.</li><li>• Approve or reject requests for deviations from contract specifications and delivery schedules.</li></ul>

- Arbitrate claims or complaints occurring in performance of contracts.
- Analyze price proposals, financial reports, and other data to determine reasonableness of prices.
- May negotiate collective bargaining agreements.
- May serve as liaison officer to ensure fulfillment of obligations by contractors.
- Implementation of an effective and efficient process of procurement including related requisitions, submission and other related forms, to be prepared by component experts.
- Ensuring the correct interpretation of the process on requisition, compiling Terms of References, Long and short lists and contracts, in day-to-day operations within the frame of IMC Manual of Procedures.
- Ensuring the correct evaluation of the proposals and contract award procedures.
- Identify and resolve potential purchasing problems; follow up to ensure timely and accurate product delivery.
- Supervision and maintenance of the component's procurement-procedures and process in line with relevant IMC-, EC-and other procedures.
- Determining the method of procurement to be used based on the size of package as determined by the donor guidelines (IOT, LOT, NCP).
- Transferring knowledge on procurement procedures to component staff.
- Initiating amendments on the components procedures and process according to the latest version of IMC-and/or external procurement procedures.
- Maintaining and updating of contract files of the component.
- Assisting other IMC staff in the implementation of procurement items of their components if so directed by the Program Coordinator.
- Negotiate the price with the supplier in order to get the best quality and price.
- Preparing and reviewing the contract with all annexes to be signed by both parties.
- Following up the contract taken into consideration all condition and terms till the final deliverable and final payments.
- Solve all the problems that may be raise after signing the contract among the two parties.
- Working closely with the IMC Monitoring Unit.
- All other activities related to the Component's procurement and contract administration.
- Ensuring the correct recording of deliberation of all procurement process; bid openings; evaluations; and decisions of evaluation committees, arranging participating in and chairing such committee as required.

**Dates** : From Nov. 2001 till Jan. 2005

**Project** : Health Sector Reform Program – Technical Support Office  
 A project funded by the World Bank (90 Million USD, European Commission (110 Million €), USAID and African Development Bank under the direction of Ministry of Health and Population.

**Job title** : Senior Procurement Specialist

- Job Description** :
- Performing the procurement of supplies, services and civil works for the project institutions.
  - Updating the project procurement plan for each year ensuring that project institutions are ready to receive the goods.
  - Itemizing and listing all goods required for the project, showing the specifications and estimated unit and total cost of each item, arranging for the index coding and numbering of each item for identification with the project institution and the space for which it is required.
  - Grouping goods into packages by main product group (package) and sub-product groups (lots within the package) to permit bulk procurement (and ease of evaluation) consistent with sound technical and procurement practices.
  - Determining the method of procurement to be used based on the size of package as determined by the donor guidelines (IOT, LOT, NCP).
  - Preparing tender dossiers according to the donor's rules and guidelines.
  - Drafting bids notices and standard bidding documents for inviting and obtaining bids in accordance with donor guidelines.
  - Assisting in establishing procedures for receiving and opening of bids, ensuring adherence to the evaluation criteria stipulated in the bid/tender documents in a professional and timely manner.
  - Recording the deliberation of all procurement process, bid openings, evaluations and decisions of evaluation committees.
  - Participating in the preparation of periodic progress reports for the government and donors.
  - Working closely with MOHP departments, technical specialists, architects and engineers to prepare the TORs and requests for proposals for consultant services, equipment lists, technical specifications, scope of work/bills of quantity and other project inputs for tender and based on these specifications prepare appropriated bid/tender documentation.
  - Ensuring that the procurement process is in accordance with Egyptian and donor guidelines.
  - Perform record keeping and data entry activities required for management information system.
  - Performing other related duties as may be required for time to time.
  - Review all contracting documents and follow up payments to supplies with Finance Department.
  - Scrutinize procurement documentation before final authorization by the Procurement Officer.
  - Preparing the contract with all annexes to be signed by both parties.
  - Responsible for the preparation of periodic progress reports on procurement operations for the TSO management, government and donors.
  - Facilitating the inspection and receipt of goods to ensure compliance of specification and quantities with the purchase orders.
- Dates** : From Aug. 2004 till Jan. 2005 (part time)
- Projects** :
- Egyptian Population Project (Project funded by the World Bank)
  - Health Care Facilities Project (Project funded by the African Development Bank)

**Job title** : Procurement Specialist  
**Job Description** :

- Preparing the procurement plan.
- Itemizing and listing all goods required for the project, showing the specifications and estimated unit and total cost of each item, arranging for the index coding and numbering of each item for identification with the project institution and the space for which it is required.
- Grouping goods into packages by main product group (package) and sub-product groups (lots within the package) to permit bulk procurement (and ease of evaluation) consistent with sound technical and procurement practices.
- Determining the method of procurement to be used based on the size of package as determined by the donor guidelines (ICB, NCB, NS).
- Drafting bids notices and standard bidding documents for inviting and obtaining bids in accordance with donor guidelines.
- Assisting in establishing procedures for receiving and opening of bids, ensuring adherence to the evaluation criteria stipulated in the bid/tender documents in a professional and timely manner.
- Recording the deliberation of all procurement process, bid openings, evaluations and decisions of evaluation committees.
- Preparing the contracts according to the donor's procedure and format.

**Dates** : From 1999 till 2001 (during academic education)

**Employer** : Gen Company – Import & Export Services

**Job title** : Procurement Specialist

**Job Description** :

- Issuing purchase requisitions and contracts.
- Analyze price proposals, financial reports and other data to determine reasonableness of prices; review and interpret contract provisions to achieve cost efficiencies and reductions where feasible.
- Follow up all purchase orders since the contract is signed until the end of payment.
- Preparing Invoices and documents for payment.

**Further Skills:**

- Preparing tender dossiers according to European Commission, USAID, African Development Bank and World Bank regulations.
- Acquired the ability to cooperate and communicate with people from different nationalities.
- Avid Internet user and ability to work under stress.
- Excellent communication and interpersonal skills.
- Excellent ability in working with teams.
- Problem-solving skills and ability to deal with difficult situations.