

Holds a B. Sc. in Social Service and has about 17 years Procurement and Materials experience within the Electricity, petrochemicals, Oil & Gas Industry including 9 years in managerial and supervisory capacity. Working with Operators and Contractors with placement in Design Offices, Suppliers, Works, and Operational Support Organizations within Egypt and overseas. Experience embraces a wide range of equipment and materials for pipeline construction and modification projects, including Compressors, Generators, Pumps, Pressure Vessels, Cranes, Fire & Gas Systems, Valves, Actuators Instrumentation, Fabrications.....etc.

PERSONAL DATA

Nationality : Egyptian
Birth Date : 22/10/1979
Gender : Male
Marital Status : Married
Residence : Talkha

EDUCATION

: B. Sc. in Social Service, Mansoura University

LANGUAGES

Arabic : Native Language
English : Very Good

COMPUTER SKILLS

: Windows, MS Office, Internet

TRAINING COURSES AND CERTIFICATIONS

- : Diploma in Procurement and Supply, CIPS (Chartered institute for procurement and supply – UK).
- : CISCMI (Certified International Supply Chain Manager), IPSCMI (International Purchasing and Supply Chain Management Institute – USA).
- : Professional Supply Chain Management (PSCM), done through AUC (American University in Cairo).
- : Stock Inventory Processing, done at OGS (Oil & Gas Skills Company).
- : EMC CMMS (computerized maintenance management system) & warehouse module, trained by & at Egyptian Maintenance Company.
- : Procurement & purchasing procedures & management, done at OGS (Oil & Gas Skills Company).
- : Effective Management for local & foreign purchasing (2 courses), done at OGS (Oil & Gas Skills Company).

- : Computerized warehouse management & materials management, done at OGS (Oil & Gas Skills Company).
- : Materials effective management and disposing the surplus materials management, done at OGS (Oil & Gas Skills Company).
- : Safe Lifting operations and manual handling training course, done at OGS (Oil & Gas Skills Company).
- : Risk Assessment, done at Arab Academy for Science, Technology & Maritime Transport.
- : Emergency Response plan for oil & gas plants, done at Arab Academy for Science, Technology & Maritime Transport.
- : Certified Lifting Planner & Supervisor from GISCO Training Center.

CHRONOLOGICAL EXPERIENCE RECORD

- Dates** : From Jan. 2010 till now
Employer : NOSPCO (NORTH SINAI PETROLEUM COMPANY), Egyptian-French Company, Head Office – Gas Production Company
Job title : Procurements & Purchasing Head
- Dates** : From Jun. 2008 till Jan. 2010
Employer : NOSPCO (NORTH SINAI PETROLEUM COMPANY), Egyptian-French Company
Project : CPF (Central Processing Facilities), Romana Field – GAS Production & Processing
Job title : Spare Parts Warehouse Manager
- Dates** : From Mar. 2007 till May 2008
Employer : NOSPCO (NORTH SINAI PETROLEUM COMPANY), Egyptian-French Company (through Moody International)
Project : ONS FIELD DEVELOPMENT project construction phase – TSF-CPF (Offshore top side facilities) - (Onshore central processing facilities)
Job title : Construction Warehouse Manager
- Dates** : From Dec. 2006 till Mar. 2007
Employer : IBSF (International for boilers & steel fabrication), Egyptian Company
Project : Cairo North II Power Station (750MW nominal combined cycle)
Job title : Warehouse Manager
- Dates** : From Mar. 2005 till Nov. 2006
Employer : DSD Ferrometalco (German-Egyptian Company)
Project : Nubaria Nominal Combined Cycle Power Station (2x750MW)
Job title : Material Controller & Warehouse Supervisor
- Dates** : From Dec. 2002 till Mar. 2005
Employer : DSD Ferrometalco (German-Egyptian Company)
Project : Damietta LNG storage tanks (inside Damietta port) (2 x 15000 M³)
Job title : Material Controller

Dates : From Jan. 2001 till Dec. 2002
Employer : TECHNIT CIMIMONTUBI (Italian Company)
Project : SUEZ GULF POWER PLANT (EDF) – AIN SOKHNA – SUEZ
Job title : Store Keeper

Dates : From Mar. 2000 till Dec. 2000
Employer : TECHNIT CIMIMONTUBI (Italian Company)
Project : EGYPT POLYPROPYLENE PROJECT – AIN SOKHNA – SUEZ
Job title : Store Keeper

Field of experience :

- Procurements Responsibilities:
 - Sharing the user to identify their needs & handling the purchasing requisitions (P.R's).
 - Forecasting levels of demand for services and products to meet the business needs and keeping a constant check on stock levels.
 - Preparation of procurement plans for the office and projects and their implementation monitoring.
 - Conducting research to ascertain the best products and suppliers in terms of best value, delivery schedules and quality.
 - Overall supervision of procurement and material activities.
 - Consolidated review of materials for all work orders issued.
 - Evaluations of raw materials for high volume enquiries.
 - Responsible for local and international purchases.
 - Source the potential suppliers for different materials as per quality, prices and payment terms.
 - Evaluating bids and making recommendations based on commercial and technical factors.
 - Supplier pre-qualification, evaluating and appraisal before and during contract management phase.
 - Ensuring suppliers are aware of business objectives.
 - Negotiating and agreeing contracts and monitoring their progress, checking the quality of service provided.
 - Selection of most competitive supplier by comparing competitive offers.
 - Review and counter sign the Purchase order before GM's final approval.
 - Contact suppliers when quality related problems are reported by production and QC.
 - Directing manpower in Procurement and Materials Planning Department.
 - Pursue the test certificates of purchased materials with vendor and doing the verification job at site through periodical site visits.
 - Continuous Searching of new sources for raw materials and consumable items.
 - Preparing Materials monthly and yearly performance reports.
 - Prepare departmental budget.
 - Develop, implement and maintain contract administration processes, Interface with other groups to coordinate on legal and business issues, maintain and implement filing methods, including computerized systems.
 - Handling all the logistics issues concerning the purchased materials

such as freight forwarding, transportation, custom clearance....etc.

- **Materials Controlling Responsibilities:**
 - Organize the material receiving, storage and handling.
 - Preparation and updating of Raw Material Requirement Planning and Control sheet.
 - Consolidated review of materials for all work orders issued as well as sales projections.
 - Preparing the warehouse (indoor, outdoor and special condition stores) according to the specifications of the materials and achieve a safe working condition for warehouse employees.
 - Planning and controlling of material which includes receiving, storing, issuing, stocktaking, and disposal of material.
 - Evaluate the dead stock items in the inventory and swap it with other items with the coordination with sales and production.
 - Re-evaluate the minimum and maximum raw material levels as per quarterly consumption.
 - Inventory control of raw materials and finished products.
 - Materials safe lifting and handling using deferent types of lifting gears & equipments.
 - Following up and pursuing materials of placed purchase orders with vendors and / or freight forwarder.
 - Giving assistance during the process of technical evaluation of vendor quotations.
 - Forecasting of material availability and arranging of replacement for shortage damaged materials.
 - Carrying out materials status report demonstrating delivery status in view of information obtained from vendors and freight forwarder.
 - Updating the material section of the global projects plans and schedules.
 - Distributing the arrived materials to the correct destination and doing the necessary related reports.
 - Perform regular and rush inventory for the department plant material, tools and electrodes stores.
 - Provide the project management with the required material reports.
 - Filing of original relevant test certificates as hard and soft copies.
 - Coding materials according to the MESC code.
- **Special Skills and Abilities:**
 - Extensive background in all aspects of the Procurement Supply Chain.
 - Excellent level warehouse management & warehousing skills.
 - High Negotiation skills.
 - Expert in purchasing process.
 - Expert in all the supply chain stages.
 - Excellent dealing with all types of materials.
 - High knowledge about materials handling, storage and materials aspects.
 - Coordinate between different sections at work.
 - Excellent troubleshooting skills.
- **Training Skills:**

Outdoor & In-door Training Instructor for all types of supply chain, purchasing, procurement, warehousing and materials aspects:

 - Provided training courses:
 - Warehouse management.

- Technical Warehouse and storage.
- Warehousing for technicians.
- Stock management & inventory processing.
- Procurement management.
- Purchasing & tendering management.
- Contracting management.
- Supply chain management.
- Basics of supply chain.
- Logistics in supply chain management.
- Locations for the provided courses:
 - Egypt – Yemen – Dubai – Qatar – Abu Dhabi – Kuwait – Turkey.
- Companies deal with for provided training:
 - OGS (Egypt) – Plant Engineering (Egypt) – TUV NORD (Abu Dhabi) – Gasco (Abu Dhabi) – Ras Gas (Qatar) – Takreer (Abu Dhabi) – 2RSgroup (Yemen) – Quality for oil field services (Yemen) – Total E&P (Yemen) – Dove Energy (Yemen) – Kuwait Oil Company (Kuwait) – Misr Arabia (Egypt) – Kristal Asfour (Egypt) – Kuwait Petroleum Corporation (Kuwait) – ADGAS (Abu Dhabi) – APEX (Dubai), QVC (Qatar), Dolphin Energy (Qatar), SAC (Kuwait).....etc.