

Holds a Bachelor in Business Administration and has over 5 years hands-on experience working in procurement.

## PERSONAL DATA

Nationality : Egyptian  
Birth Date : 20/06/1983  
Gender : Male  
Marital Status : Married  
Residence : Currently Qatar

## EDUCATION

: Bachelor in Business Administration, Ain Shams University, 2007

## LANGUAGES

Arabic : Native Language  
English : Excellent

## COMPUTER SKILLS

: Windows, MS Office, Internet  
: SAP program and ERP

## TRAINING COURSES AND CERTIFICATIONS

: General English from American University in Cairo.  
: ICDL from American University in Cairo.  
: Certified Accountant from Solidarity Ministry.

## CHRONOLOGICAL EXPERIENCE RECORD

**Dates** : From Apr. 2016 till now  
**Employer** : Kittco Group, Construction – Qatar  
**Job title** : Procurement Manager  
**Job Description** :

- Discover the most profitable suppliers and initiate business partnerships.
- Negotiate with external vendors to secure the most advantageous terms.
- Approve the ordering of necessary goods and services.
- Finalize details of orders and deliveries.
- Examine and re-evaluate existing contracts.
- Updating the lists of the certified suppliers data base.

- Build and develop relationships with key suppliers.
- Track and report key functional metrics to reduce expenses and improve effectiveness.
- Collaborate with key persons to ensure the clarity of the specifications and expectations of the company.
- Foresee alterations in the comparative negotiating ability of suppliers.
- Getting purchase requests (PR) from all departments within the companies and ensuring they follow the approval hierarchy.
- Requesting quotations from suppliers (RFQ) and comparing them to achieve 'best price/best quality' purchasing.
- Arranging purchase orders (PO) and/or agreements accordingly.
- Arranging the documentation of the purchase and supply of all items & services (whether raw material required for production, spare parts for the vehicles and machines or any other administrative requirements).
- Give sourcing input to my colleagues to aid business planning & development.
- Procure Concrete components to support production & inventory stock.
- Purchase ready Mix components, mechanical spare parts & packaging material to support production & inventory stock.
- Assure all material are within quality standards & according to delivery schedule.
- Follow & arrange clearing of foreign shipments through both sea & air.
- Support purchasing budget setting & measuring team performance towards business targets.
- Reconciling financial discrepancies by collecting and analyzing account information.
- Develop and implement purchasing and contract management, policies, and procedures.
- Preparing monthly and annual financial.

<b>Dates</b>	:	From Feb. 2012 till Mar. 2016
<b>Employer</b>	:	DCM for Trading and Logistics Company, Shipping & Freight - Egypt
<b>Job title</b>	:	Supply Chain & Procurement Manager
<b>Job Description</b>	:	<ul style="list-style-type: none"> <li>• Searching for alternative foreign &amp; local suppliers &amp; service providers.</li> <li>• Negotiate revise material &amp; services prices and other conditions with suppliers.</li> <li>• Prepare approved suppliers list, lead time, supplier selection &amp; evaluation.</li> <li>• Manage tenders cycle (launch organize and conduct tenders analysis process).</li> <li>• Issuing orders &amp; following the commercial invoices till receiving.</li> <li>• Follow up with suppliers and shippers till materials arrival to warehouse.</li> <li>• Work closely with production scheduling, Material Requirement planning (MRP), Warehouses, Financial department, Administration to achieve the targeted customer level, operation activity targets and cost saving objectives.</li> <li>• Visit project site and review engineering drawings with site Engineer requester to be able to understand specifications on item Dimension and Purchase the suitable items.</li> <li>• Conduct daily/weekly meetings with planners, buyers, engineers and manufacturing.</li> </ul>

- Training purchasing and warehouse clerks in the department.
- Handling claim process against suppliers & compensations.
- Supplier's cost analysis (Cost +) and adjust Currency exchange rates.
- Prepare Local and foreign suppliers' payments.
- Supervise packing and stuffing process for export.
- Manage the movement of products/equipment/materials in or out of the country in accordance with organizational policy and procedure, and to comply with relevant local and international law and process.
- Maintain and share with colleagues as appropriate, personal knowledge of all relevant import/export law and procedures; tariffs and duties; licenses and restrictions.
- Communicate with related export and import authorities, customers and suppliers, in all relevant territories and countries, as necessary to ensure efficient, positive and lawful relations, support and activities.
- Anticipate research and report on future changes in import/export laws.