

Holds a Bachelor Degree of Tourism and has more than 8 years hands-on experience of purchasing in the construction industry and knowledge of manufacturing operations in steel field.

PERSONAL DATA

Nationality : Egyptian
Birth Date : 17/04/1987
Gender : Male
Marital Status : Married
Residence : Obour City, Cairo

EDUCATION

: Bachelor Degree of Tourism, Future University, 2008

LANGUAGES

Arabic : Native Language
English : Good

COMPUTER SKILLS

: Windows, MS Office, Internet

TRAINING COURSES AND CERTIFICATIONS

: MS Office
: MS Windows
: Internet
: Marketing and product knowledge.
: SAP

CHRONOLOGICAL EXPERIENCE RECORD

Dates : From Apr. 2015 till now
Employer : Alpha Industries & Construction
Job title : Local Procurement Manager
Job Description :

- Experienced procurement professional skilled in managing material and equipment needs.
- Approve the ordering of necessary goods and services.
- Negotiating prices and reaches the lowest price.
- Survey the market; collect the offers, doing purchasing orders.

- Follow up the material until reach the required department.
- Developed strategic suppliers and negotiated contract agreements to reduce the number of vendors.
- Follow up payments process with the suppliers.
- Search the market for the new material to use.
- Find the most cost-effective deals and suppliers.
- Negotiate with external vendors to secure the most advantageous terms.
- Finalize details of orders and deliveries.
- Control spend and build a culture of long-term saving on procurement costs.
- Following up ISO procedure.
- Working with Windows, Office and Oracle.

Dates : From Dec. 2012 till Apr. 2015

Employer : Roots Steel International

Job title : Senior Purchasing Specialist

Job Description :

- Follow up executing (PR) into official (PO).
- Follow up the execution of PO payment term in order to assure have it order executed at the supplier ends.
- Follow up with requester, Material substitution or alternative decision.
- Follow up purchase orders status with buyer.
- Follow up the status of on road shipments with buyers.
- Clearing and logistic controller.
- Follow up shipment clearing process until its being received.
- Follow up claims until it gets solved.

Dates : From Sep. 2008 till Dec. 2012

Employer : Energya Steel Solution (Hesham Helal Elsewedy)

Job title : Purchasing Specialist

Job Description :

- Receiving purchase orders from the requesting department.
- Doing requests for quoted items required.
- Practice price with the vendors.
- Doing purchase order for the items after choosing the best price and quality.
- Responsible of row material.
- Follow-up the arrival of the goods from suppliers.
- Follow-up until access the full quantity required arrived.