

Holds a Bachelor in Systems and Information Management and has more than 3 years hands-on experience working as Purchasing Specialist.

PERSONAL DATA

Nationality : Egyptian
Birth Date : 10/09/1990
Gender : Male
Marital Status : Single
Residence : Cairo

EDUCATION

: Bachelor in Systems and Information Management, Higher Institute of Technology and Optics Systems and Information Management Department, 2012

LANGUAGES

Arabic : Native Language
English : Very Good

COMPUTER SKILLS

: Windows, MS Office, Internet

TRAINING COURSES AND CERTIFICATIONS

: OPERATION MANAGEMENT.
: QUALITY MANAGEMENT.
: HUMAN RESOURCES MANAGEMENT.
: COMMERCIAL POLICIES.
: INFORMATION TECHNOLOGY.
: I.C.D.L TRAINING COURSE.

CHRONOLOGICAL EXPERIENCE RECORD

Dates : From Jul. 2014 till now
Employer : HASSAN ALLAM Construction (purchasing department)
Job title : Purchasing Specialist

Job Description :

- Prepare purchase orders, solicit bid proposals, and review requisitions for goods and services.
- Purchase the highest quality merchandise at the lowest possible price and in correct amounts.
- Monitor and follow applicable laws and regulations.
- Research and evaluate suppliers based on price, quality, selection, service, support, availability, reliability, production and distribution capabilities, and the supplier's reputation and history.
- Negotiate, renegotiate, and administer contracts with suppliers, vendors, and other representatives.

Dates : From Mar. 2014 till Jul. 2014

Employer : El Rasheedy Pharmacy

Job title : Accountant

Dates : From Jun. 2010 till Jan. 2013

Employer : First Gym

Job title : Receptionist

Dates : From Apr. 2006 till Jun. 2010

Employer : Smart Gym

Job title : Receptionist