



MAHA NURELDIN

Procurement Specialist

CONTACTS:

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SUMMARY:

Experienced Procurement Specialist, with a demonstrated history of working in procurement and administrative work, dealing with customers, buying and selling, solving problems and discussing solutions, Skilled in communication and negotiation, sourcing and Management. Strong purchasing professional.

EDUCATION:

High School Diploma

Safeia Zaghloul Secondary School 2011

Bachelor of Commerce (Accounting)

Faculty of Commerce Ain Shams University 2015

Grade: Good

Skills:

Procurement	(☆☆☆☆☆)
Administration	(☆☆☆☆☆)
Communication & Negotiation	(☆☆☆☆☆)
Problem-solving	(☆☆☆☆☆)
MS Office (Word – Excel- Power Point)	(☆☆☆☆☆)

Languages:

Arabic: Mother tongue	(☆☆☆☆☆)
English: (written and spoken)	(☆☆☆☆☆)

CERTIFICATES:

- Harlem English course: (level 12), 3 months, 2018
- Berlitz English course: (level 7), Grade (Excellent), 2 months, Dec- 2016.
- Berlitz Work Force Passport Program (Maharaty, Roadmap to career skills and Office Management): 2 months, Sep- 2016.
- Effective communication and Human relation by Dale Carnegie: one week Jul-2015.
- Neuro Linguistic Programming Diploma by Canadian Training Center: 4-6th Feb-2015.
- Purchasing Management from El Sewedy Electric: Nov 2022
- Computer Maintenance from El Sewedy Electric: Dec 2022

CHAMPIONSHIPS:

World Championships in Gymnastics (2002)
Republic and Cairo Championships in Boxing and Kung Fu (2008/2010)

WORK EXPERIENCE:

EL Sewedy Electric

IT Procurement Specialist May 2022 - till now

- Preparing plans for the purchase of equipment, services, and supplies.
- Following and enforcing the company's procurement policies and procedures.
- Reviewing, comparing, analyzing, and approving products and services to be purchased.
- Managing inventories and maintaining accurate purchase and pricing records.
- Maintaining and updating supplier information such as qualifications, delivery times, product ranges, etc.
- Maintaining good supplier relations and negotiating contracts.
- Researching and evaluating prospective suppliers.
- Preparing budgets, cost analyses, and reports.
- Participate in (Smart Procurement) project, And mapping the purchasing items for the organization with UNSPSC coding list.

Mangam International Academy

Finance Administrative Officer Jul 2020 - Apr 2022

- Responsible for the social media page of the academy
- Contracting with special services that serve the organization.
- Identifying the needs and purchases of academy and completing the purchase process with the best deal
- Responsible for answering all incoming calls for submission and inquiries
- Responsible for collecting all the monthly fees.
- Submit a monthly report on the number of students, expenses and monthly incomes.
- Welcoming new comers, making tour in the place and explaining the instructions and the features of our organization.
- Responding all complains and try to resolve them as much as necessary for the manager's intervention.

CORAD

Administrative & Finance Assistant Jun 2018 - Feb 2020

- Accurately recording all financial transactions, usually on computer systems
- Preparing balance sheets
- Processing invoices
- Reconciling bank statements
- Recording accounts payable and accounts receivable
- Producing financial forecasts
- Assisting in the preparation of budgets
- Preparing monthly, quarterly and annual financial reports
- Dealing with payroll, expenses and VAT
- Participating in financial audits
- Assisting with the implementation of financial policies.

Egybel

Accountant Assistant Dec 2016 - May 2018

- Administering payrolls and controlling income and expenditure
- Compiling and presenting reports, budgets, business plans, commentaries and financial statements
- Dealing with insolvency cases
- Negotiating the terms of business deals and moves with clients and associated organizations
- Meeting and interviewing clients
- Managing colleagues, workloads and deadlines.

Sesame Club Nurseries

Administrative Specialist Aug 2015 - Nov 2016

- Responsible for answering all incoming calls for submission and inquiries
- Responsible for collecting all the monthly fees.
- Submit a monthly report on the number of students, expenses and monthly incomes.
- Welcoming new comers, making tour in the place and explaining the instructions and the features of our organization.
- Responding all complains and try to resolve them as much as necessary for the manager's intervention.

**ELSEWEDY
CABLES**

Certification

This is certificate that

Maha Nour El Din Abbas Khedr

Has Attended Course

" Purchasing Management "

From 1-11-2022 To 16-11-2022

Program Manager



ELSEWEDY
CABLES

Certification

This is certificate that

Maha Nour EL Din Abbas Khedr

Has Attended Course

" **Computer Maintenance** "

From 17-11-2022 To 7-12-2022

Program Manager

