

Samir Tarek Abdelmaged Zaki

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No. 2 , 1th floor,

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CAREER OBJECTIVE

Seeking a long-term opportunity within the business community, where my professional experience, education, and abilities would be advantageous to the growth of my employer and myself.

ACADEMIC QUALIFICATIONS

- **Bachelor of Commerce , Department of Accounting** from Cairo University.
Degree : Acceptable (2022)

Summer Internships and trainings

- **Commercial International Bank (CIB)** - Summer Internships - August 2022
- **EBI (The Central Bank Of Egypt)** - Training For Employment - August 2021
- **Banque Misr** - Summer Internships - Jul 2021

WORKEXPERIENCE

Organization: Sigma Tech Pharmaceutical Industry.6 October

Designation : Technician in QC LAB

Duration : (From Feb 2019 - Oct 2022)

Job Responsibilities:

- Responsible for withdrawing raw materials for the manufacture of medicine
- Work on preparing the chemicals needed for drug analysis
- Taking water samples needed to prepare the drug and responsible for the production processes and analyze them
- Receiving the chemicals of the laboratory and making a monthly inventory of those chemicals

WORKEXPERIENCE

Organization: Sigma Tech Pharmaceutical Industry.6 October

Designation : Purchasing Specialist.

Duration : (From Oct 2022 - Till date)

Job Responsibilities:

- Provides responsive purchasing support to the organization
- Negotiates contracts that set out prices, quality standards, cost reduction targets, delivery timescales, and commercial terms and conditions. Monitors performance against contractual standards and works with the supplier and service providers to achieve continuous improvements in costs and performance
- Builds strong relationships with the Company's suppliers, service providers and internal customers, fostering collaboration and teamwork
- Delivers on cost reduction commitments through the identification, development and execution of strategic sourcing initiatives
- Identifies and implements efficiencies, standardized tools, practical best practices and procedures
- Maintains purchasing policies and reviews on a regular basis to ensure relevance and conformance with best practices and ensure compliance with internal and regulatory policies
- Monitor Key Performance indicators related to purchasing and inventory replenishment
- Ensure compliance to internal controls established

PERSONAL QUALITIES AND SKILLS

- ☐ A good team player & capability to operational needs as they arise.
- ☐ Goal oriented & Dedication to excellence and strong work ethic.
- ☐ Excellent numeric, computer skills.
- ☐ High capability to handle the pressure and finish work on/in time.
- ☐ A willing to gain professional or technical qualification.
- ☐ Smart, Intelligent and Honest.
- ☐ Good Knowledge of Time Management.

COMPUTER SKILLS

Operating System : Windows 7/XP/2000/98 and Millennium.

MS-Office Packages : MS-Word, Excel, PowerPoint.

Accounting Packages : Oracle.

PERSONAL DETAILS

Age : 23
Gender : Male
Nationality : Egyptian
Religion : Islam
Marital Status : Single
Languages : Arabic - English - Deutsch
Address : 22 Hammad Street, Al Barajeel Road, Imbaba, Giza

DECLARATION

I hereby declare that all the information given above is true to the best of my knowledge, and in the event of my appointment, I shall discharge my duties and responsibilities to the utmost satisfaction of the management coupled with high degree of morale, honesty and integrity.

(Samir Tarek)

References available upon request