



# Mostafa Mohamed Anwar

C o n t r a c t   M a n a g e r

01555580390

[mostafamohamedanwar88@gmail.com](mailto:mostafamohamedanwar88@gmail.com)

128C Hadayek Al-Ahram, Giza, Egypt

## A B O U T   M E

*I'm seeking a challenging position that suits my skills and provides potential and professional development in a well-established company that believes in providing equal opportunities.*

## S K I L L S

### Personal Skills

- Negotiation & Problem solving skills
- Team building & Leadership skills
- Ability to focus on the details .
- Speed and precision in work .
- Communication Skills .
- Ability to learn .
- Self –motivated

### Computer Skills

- MS Office
- Google Suite Applications

## E D U C A T I O N

Bachelor of Information Systems

*Higher Institute of Advanced Studies,  
Class 2014*

## L A N G U A G E S

- Arabic: Mother tongue; excellent command of both written and spoken.
- English: Good command of both written and spoken.

## E X P E R I E N C E

### Contract Manager

*El Shorbagy for Medical Equipment (December 2018 – Present)*

- Provides responses to bids, proposals, and contract negotiations
- Analyzes all requirements and provisions in contracts, including terms and conditions, to ensure compliance with all laws and regulations and company policies and procedures
- Ensures that contracts are executed in accordance with corporate guidelines
- Conducts market research prior to writing contracts
- Audits existing contracts and oversees contract modifications
- Analyzes a contract's risk to the business
- Follow up the product starting from the commercial until it goes live
- Monitors the performance of each signed contract
- Coordinates with the finance department to ensure correct billing and collection of contractual revenues
- Ensures that contracts are in line with corporate goals and objectives
- Identifies potential improvements to existing policies

### Sales Team Leader

*Hanzada (Shaheen Group) – (October 2016 – October 2018)*

- Ensure and update the development of the sales process.
- Help teams to achieve their targets before deadlines.
- Create an inspiring team environment with an open communication culture.
- Set clear team goals.
- Delegate tasks and set deadlines.
- Oversee day-to-day operation.
- Monitor team performance and report on metrics.
- Motivate team members.

## C O U R S E S

ICDL  
CCNA

## R E F E R E N C E S

Available Upon Request

- Discover training needs and provide coaching.
- Recognize high performance and reward accomplishments.

### Senior Sales Representative

*Barclay's Bank (September 2014 – September 2016)*

- Identifies business opportunities by identifying prospects and evaluating their position in the industry; researching and analyzing sales options.
- Sells products by establishing contact and developing relationships with prospects; recommending solutions.
- Maintains relationships with clients by providing support, information, and guidance; researching and recommending new opportunities; recommending profit and service improvements.
- Identifies product improvements or new products by remaining current on industry trends, market activities, and competitors.
- Prepares reports by collecting, analyzing, and summarizing information.
- Maintains quality service by establishing and enforcing organization standards.
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; benchmarking state-of-the-art practices; participating in professional societies.
- Contributes to team effort by accomplishing related results as needed.