

# MOHAMED AKRAM MAHMOUD RADI, HANAFI MAHMOUD

☎ +(2) 0112 310 0456    @ m.akram.r2000@gmail.com  
📍 Smouha, Alexandria, Egypt



I have more than seventeen years of experience developing and implementing of both of accounting and purchasing management system, strategies and controls that improve profits and reduce losses. Extensive experience in administrative accounts, purchasing management and executive secretaries in the confectionery, petroleum and contracting industries. Highly ethical, confidential and dependable.

## 🎓 EDUCATION

- 2005 Bachelor of Accounting, Faculty of Commerce, Alexandria University.
- 2005 Certificate in Windows (Word - Excel - PowerPoint), Alexandria University.

## 📁 EXPERIENCE

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| JUNE 2021<br>TELL NOW   | <div>General Accountant, ABOU SHABANA FOR CONSTRUCTION, EGYPT</div> <ul style="list-style-type: none"><li>&gt; 1- Invoices and daily expenses.</li><li>&gt; 2- Make monthly expense reports for each project.</li><li>&gt; 3- Making purchasing orders and follow up the purchasing cycle with our specialist.</li><li>&gt; 4- Make reports and statements for each supplier and contractor.</li><li>&gt; 5- Making a report comparing expenses to collections from custom</li><li>&gt; 6- Making payroll and disbursing it to employees.</li></ul>  |
| <div>Technical Assistant (Administrative), KUWAIT OIL COMPANY (KOC) / SUB CONTRACT (ABJ, KUWAIT</div> |  |
| APRIL 2015<br>DEC 2020  | <div>Kharafi National-co</div> <ul style="list-style-type: none"><li>&gt; 1- Review bills for companies contracting with the KOC. For applications services for businesses.</li><li>&gt; 2- Review time sheets, work permits, work notes, and official letters</li><li>&gt; 3- Permanent work permits, temporary and (Ratqa/ Abdali) gate pass special security zone within the company.</li><li>&gt; 4- Work schedule attendance, absenteeism, and anticipation monthly.</li><li>&gt; 5- Preparation letters and internal Memorandums own work and work procedures.</li><li>&gt; 6- Making purchasing orders and requisitions in E-beams system, and Dims system and follow up until end with management .</li><li>&gt; 7- Making fuel requisition reports.</li><li>&gt; 8- WORK IN VEHICLE ORACLE SYSTEM.</li></ul>  |
| Sep 2013<br>JAN 2015  | <div>Sales Executive, OOREDOO TELECOMMUNICATION COMPANY, KUWAIT</div> <ul style="list-style-type: none"><li>&gt; 1- Answer Customer queries And Resolve Problems in Professional, Courteous Manner.</li><li>&gt; 2- Provide information on Ooredoo telecom products and services and refers queries, which are beyond knowledge or technical to help desk.</li><li>&gt; 3- Selling the Ooredoo Telecom products, services, and take the opportunity to up-sell, where possible to meet sales targets and objectives.</li><li>&gt; 4- Receive payments and issue receipts for sale items and outstanding accounts, ensuring accuracy of transactions and correctness of data input to the financial system.</li><li>&gt; 5- Provide subscriber feedback information on issues and concerns about procedures and products to improve customer service.</li></ul> |

Sep 2005  
Oct 2010

Branch Accountant and Administrative Officer, GHANDOUR SWEETS COMPANY, EGYPT

- > 1- Review of accounts and bills of sales and purchases.
- > 2- Review of the stores and stock issued and out of the question and agree to the exchange and receipt of the goods.
- > 3- Review statements of cash revenues and expenses and compare them to make sure it is correct.
- > 4- Send and receive mail daily and displayed on the official sales.
- > 5- Planning, organization and coordination of office work (e-mail - Save files - secretarial work).
- > 6- Systems development work of the Office in accordance with the developments added to this work.
- > 7- Print reports and correspondence, send and receive e-mail and fax.
- > 8- Registration of incoming and outgoing mail in the electronic files of the follow up.
- > 9- To receive communications, scheduling and coordination of meetings.

## </> LANGUAGES

Arabic ●●●●●  
English ●●●●○

## + PERSONAL SKILLS

- > Team player and able to work alone.
- > Social intelligence to communicate with others and solve problems.
- > Work under pressure and tight time constraints.
- > Organizing time to meet tight deadlines.
- > Confident and persuasive.
- > Hard and smart working, reliable and punctual.

## 💡 PERSONAL INFORMATION

NATIONALITY : Egyptian  
PLACE OF BIRTH : Alexandria, Egypt  
DATE OF BIRTH : 27 - 01 - 1979  
MARITAL STATUS : Married  
VISA : 18 - Transferable  
DRIVING LICENSE : Egyptian driving license  
Kuwaiti driving license  
EMIRATES driving license

## EXPERIENCE AND JOB DESCRIPTION IN PURCHASING DEPARTMENT

## الخبرة والتوصيف الوظيفي في إدارة المشتريات

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| <ul style="list-style-type: none"> <li>➤ 1- Receipt of purchase orders.</li> <li>➤ 2- Review with the entity or department that sent the purchase request.</li> <li>➤ 3- Audit with stores.</li> <li>➤ 4- Review purchase invoices for follow-up and application.</li> <li>➤ 5- After becoming required to purchase, specifying the method of purchasing through that according to Bidding or direct purchase.</li> <li>➤ 6- Obtaining the approval of the economic departments (stores - purchasing) to purchase the item's details of quality and specifications.</li> <li>➤ 7 - Sending purchase orders from abroad</li> <li>➤ 8 - Constant search for new companies so that we have many companies to deal with so as not to rely on a single supplier or source for purchase.</li> <li>➤ 9 - After settling on the purchase of the required product, I start reviewing what I reached with the manager of my department until the source is approved.</li> <li>➤ 10 - After that, I issue the purchase order, then the purchase and follow-up until it is delivered to the warehouse department, after making sure that the required specifications and quantities are met.</li> <li>➤ 11- Creating and updating a record of purchases and their invoices, approving them from the company, managing accounts, and making a list of suppliers to deal with or not to deal with the supplier companies.</li> <li>➤ 12 - Follow-up of the account statement with the items and codes that were dealt with in the required period.</li> <li>➤ 13- Make a plan for purchases, whether annually, semiannually, quarterly, or monthly, taking into account the rate of price change and purchasing in cash or on credit.</li> <li>➤ 14 - I have a good general background (60-70%) on logistics procurement, such as loading and unloading operations, in accordance with the agreed terms and conditions stipulated in the concluded contracts.</li> </ul> <p>(With excellent reading, writing and speaking English proficiency (80%))</p> | <ul style="list-style-type: none"> <li>1- استلام طلبات الشراء .</li> <li>2- المراجعة مع الجهة او القسم المرسل لطلب الشراء.</li> <li>3- المراجعة مع المخازن .</li> <li>4- مراجعة فواتير الشراء الاخيرة للمتابعة والتأكد .</li> <li>5- بعد التأكد من الاحتياج للشراء ابدأ في تحديد طريقة الشراء من الموردين وذلك حسب الوقت المطلوب فيه الاصناف وحسب السعر للصنف المطلوب وذلك باحدى الطرق : المناقصة او الممارسة او الشراء المباشر .</li> <li>6- الحصول علي موافقة الادارات المعنية (مخازن – المشتريات ) بطلب الشراء علي تفاصيل الصنف من جودة ومواصفات .</li> <li>7 - اقوم بارسال طلب للشركات الموردين المعتمدة لدينا (في حال لدينا شركات معتمدة) وما يستجد من موردين لطلب عروض سعر .</li> <li>8 - البحث باستمرار عن شركات جديدة حتي يكون لدينا شركات عديدة للتعامل معها حتي لا يتم الاعتماد علي مورد او مصدر واحد للشراء .</li> <li>9 – بعد الاستقرار علي شراء المنتج المطلوب ابدأ بمراجعة ما توصلت اليه مع مدير ادارتي حتي يتم الموافقة علي المصدر .</li> <li>10 – أقوم بعدها باصدار امر الشراء ثم الشراء والمتابعة حتي يتم تسليمها الي ادارة المخازن بعد التأكد من مطابقة المواصفات والكميات المطلوبة .</li> <li>11- عمل سجل وتحديثه للمشتريات وفواتيرها واعتمادها من الشركة وادارة الحسابات وعمل قائمة للموردين بالتعامل أو عدم التعامل مع الشركات الموردة.</li> <li>12 – عمل متابعة كشف حساب بالاصناف والاكواد التي تم التعامل معها في الفترة المطلوبة .</li> <li>13- عمل خطة للمشتريات سواء سنويا او نصف او ربع سنوي او خطة شهرية مع مراعاة فيها معدل تغير الاسعار والشراء نقدي ام اجل .</li> <li>14 – لدي خلفية عامة جيدة (60- 70%) عن الشراء اللوجيستيك مثل عمليات الشحن والتفريغ وذلك بما يطابق الشروط والبنود المتفق والمنصوص عليها في العقود المبرمة (مع ااجادة اللغة الانجليزية قراءة وكتابة وتحديث بشكل جيد (%80)).</li> </ul> |
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