

## ASHRAF SAID IBRAHIM

*Following is a brief presentation to my qualifications and skills which you will find covering a broad spectrum of my skills.*

*I wish that you find it satisfying your needs and matching the position available in your distinguished organization.*



### PERSONAL DATA:

NAME : ASHRAF SAID IBRAHIM  
JOB : CIVIL ENGINEER  
NATIONALITY : EGYPTIAN  
RELIGION : ISLAM  
BIRTH DATE : 05 JANUARY 1973  
MARITAL STATUS: MARRIED  
MILITARY STATUS: EXEMPTED

### CONTACT DATA:

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### EDUCATION DATA:

CERTIFICATE : B.SC OF CIVIL ENGINEERING  
CAIRO UNIVERISITY 2001-2002

### SKILLS DATA:

LANGUAGE : ENGLISH (EXCELLENT)  
  
COMPUTER : M.S.OFFICE, XP, WINDOWS 10  
DYNAMRO, Maximo 5, 7  
AUTOCAD 13, 14, 2000, 2012  
SAP, SAP2000, MAGNAM, SAP System

## **WORK EXPERIENCE:**

### **DYNCORP INTERNATIONAL FZ-LLC**

PURCHASING SPECIALIST SENIOR (01 MAY 2016 – 24 SEPTEMBER 2021)

#### **JOB DESCRIPTION:**

- Supervises a group of professional purchasing staff.
- Establishes source of supply, negotiates price, delivery date, and other necessary commitments based upon authorized requisition that maintains consistency with the Program requirement and compliance with company policies and federal regulations.
- Provides guidance and information to requestor that includes communication of purchasing actions and assist with special or complex requirements.
- Maintains procedures to assure follow-up and administration of purchase order and subcontract files.
- Coordinates requisition requirements with requestor.
- Assists in the preparation of reports with DynCorp organizations and supported personals to comply with various laws, company policies and standard operating procedures.
- Evaluates bids, selects and recommends suppliers.
- Reviews purchase requisitions and places orders with approved suppliers for routine and more complex purchases.
- Negotiates price, quality and services.
- Supports the goals and objectives of the company as a part of a work group or team member.
- Negotiates and settles with suppliers regarding damage claims, rejections, and losses, return of materials, over-shipments, and cancellations.
- Provides pricing in support of Business Development efforts.
- May require site visits in support of establishment of new suppliers.
- Responsible for signature authority level increase.
- Interfaces with EPSS Management to provide status and input and communicates with Management in other departments.

### **AL SALAM INTRNATIONAL HOSPITAL**

PROCUREMENT SPECIALIST (17 MAY 2015 - 30 APRIL 2016)

#### **JOB DESCRIPTION:**

- Receive department requirements with means authorization.
- Prepare RFQ, RFP, RFI & send it to suppliers & contract, prepare tenders if needed.
- Analyze all suppliers in order to select the most suitable suppliers who are able to deliver high quality products at competitive pricing.
- Negotiate with suppliers on lead-time, cost and quality so as to obtain the maximum benefit for the company.
- Develop purchasing or sourcing strategies based on portfolio analyses and supplier referencing study.
- Develop, implement and drive the procurement strategies in order to meet cost savings targets

- Preparing justification documentation for recommendation of award
- Manage suppliers to meet objectives related to cost, delivery performance
- Conduct Summary of Price Analysis (SPA), Price negotiation, order preparation.
- Arranging for delivery & liaise with requester.
- Assist in selecting the suitable payment terms
- Review receiving items complaints & solve it.

#### **DYNCORP INTERNATIONAL FZ-LLC**

BUYER (01 JUNE 2012 – 31 JULY 2014)

##### **JOB DESCRIPTION:**

- Assists the requesting department in identifying purchasing specifications
- Communicates and interacts with personnel at all organizational levels and occasionally function in stressful situations requiring negotiations and/or persuasion on any procurement action
- Acts as liaison to advise and/or resolve differences or issues between site and functional area management or departments on the procurement of assigned commodities and services
- Collects, interprets and evaluates quotes or offers to assigned commodities or services
- Plans, coordinates and initiates action necessary to implement recommendations or decisions in any procurement actions or policies and procedures
- Prepares clear and concise written and oral reports required by management
- Prepares, evaluates and awards bids

#### **SEAVIN AMERICAN COMPANY**

PROCUREMENT SPECIALIST (2008 - 31 MAY 2012)

##### **JOB DESCRIPTION:**

- Places purchase orders for drawn & non-drawn components in line with requirements generated
- Negotiates all terms and conditions, in line with the Prodrive business operating procedures ensuring the best total acquisition costs
- Continually monitors suppliers to ensure cost, quality and delivery adherence. Using Prodrive's vendor rating system as a tool for measuring delivery and quality
- Provides information and supports as required to the managers and other internal customers. This will include but not be limited to delivery dates and pricing for products required
- Maintains best working practices at all times in line with Health, Safety Policy AND Guidelines
- Capable of printing drawings for our relevant customers etc.

**SEAVIN AMERICAN COMPANY**

BUILDING & EQUIPMENT MAINTENANCE ASSISTANT (JAN 2005 – 2007)

**JOB DESCRIPTION:**

- Organizes office operations and procedures for the efficient flow of work within the department. Maintains a work order control log for scheduled and unscheduled maintenance actions
- Provides assistance to the Building and Equipment Maintenance Manager in scheduling and performing all regular Housing related maintenance activities
- Creates Preventive Maintenance Inspection work orders
- Issues materials
- Key control
- Reviews time sheets
- Customer service
- Petty Cash work
- Receives maintenance requests and responds to those requests appropriately
- Inspects areas and facilities for conformance to maintenance and safety standards
- Communicates with Supervisor on all important matters relative to maintenance activities
- Assists in the design concept of any new construction and modification
- Completes daily, weekly and monthly checklists on building equipment maintenance procedures and maintains records of scheduled maintenance procedures
- Assists other grounds and maintenance personnel for the purpose of supporting them in the completion of their work activities
- Responds to emergency maintenance requests as required
- Inspects buildings, grounds, parks, roads, and other areas relative to safety and security
- Assists with inspections, repairs, and/or modification of all fixtures and components

**DR. MOHAMED RABIE CONSULTING OFFICE (CAIRO UNIVERSITY,  
FACULTY OF ENGINEERING)**

SITE INSPECTOR ENGINEER FOR ACCOMMODATION FACILITIES AT KARAMA  
(MAY 2004 - DECEMBER 2004)

**JOB DESCRIPTION:**

- Prepares and approves designs for Public Services/Engineering projects in accordance with general engineering principles, City standards; determines scope
- Designs, prepares drawings, specifications, bidding documents, contracts, and cost estimates for road projects; conducts and coordinates design and construction surveying,
- Provides construction staking; serves as Project Engineer on Public Services/Engineering projects.
- Conducts construction inspections, reviews and approves contractor pay requests; reviews and processes construction change orders.
- Prepares legal descriptions, documents, and draft agreements
- Provides design data for surveying, and engineering applications using Computer-Aided

- Drafting (CAD); Pavement Management; word processing; spread sheet; Transportation
- Planning (TRANPLAN) and Geographic Information Systems (GIS); uses appropriate computer hardware; responsible for the data input and production of digital maps, Surveys, engineering drawings and special database reports for Public Services Department
- Conducts engineering division review and approval of residential subdivision and Commercial project plans and construction drawings during subdivision or building Permit review process; insures compliance with codes and standards; screens for traffic And parking issues, drainage issues, right-of-way issues and special requirements of Planning Commission actions
- Determines selection criteria and works with Engineering and purchasing staff to select Engineering consultants and contractors; specifies parameters and determines scope of Work for consultants and contractors; reviews and approves work conducted by Consultants; reviews and approves consultants pay requests.

#### **EBDAA COMPANY FOR COSTRUCTION & DEVELOPMENT**

**SITE ENGINEER FOR THE CIVIL WORKS AT SADAT ACADEMY FOR MANAGEMENT SCIENCES**

**SITE ENGINEER FOR THE PLUMBING WORKS AT BASATEEN AREA (HOUSE CONECTIONS) (FEBRUARY 2002 - APRIL 2004)**

#### **JOB DESCRIPTION:**

- Manages and directs staff members and the construction, operations, or maintenance activities at project site
- Provides technical advice regarding design, construction, or program modifications and structural repairs to industrial and managerial personnel
- Inspects project sites to monitor progress and ensure conformance to design specifications and safety or sanitation standards
- Estimates quantities and cost of materials, equipment, or labor to determine project feasibility
- Tests soils or materials to determine the adequacy and strength of foundations, concrete, asphalt, or steel

#### **DR. ENG. ALY ABDELRAHMAN CONSULTING OFFICE (CAIRO UNIVERSITY, FACULTY OF ENGINEERING)**

**AS A STRUCTURAL DESIGNE ENGINEER USING SAP 90, SAP 2000 (AUG 2001 - JUN 2002)**

#### **JOB DESCRIPTION:**

- Performs engineering duties in planning, designing, and overseeing construction and maintenance of building structures, and facilities, such as roads, irrigation projects, pipelines, power plants, and water and sewage systems.

## **ALWALAA CONTRACTING COMPANY**

**SITE INSPECTOR ENGINEER FOR THE CIVIL WORKS AT THE SCHOOLS  
PROJECTS (OCTOBER 1999 - MAY 2001)**

### **JOB DESCRIPTION:**

- Plans, organizes, assigns, supervises and reviews the work of assigned staff in the area of capital project inspection
- Trains staff in work and safety procedures, and in the operation of equipment and supplies; implements procedures and standards
- Monitors operations and activities of the work unit, recommends improvements and modifications and prepares various reports on operations and activities, implements policies and procedures
- Inspects and verifies work of assigned employees for accuracy, proper work methods, techniques, and compliance with applicable standards and specifications
- Utilizes a variety of tools and equipment, including measuring rods, tapes, surveying transits, calculators, and other tools to determine distance, location, dimension, depth grade, and to calculate volumes

### **SKILLS AND ABILITIES:**

- Working knowledge of civil engineering and engineering design
- Working knowledge of drafting, working knowledge of public works construction
- Working knowledge of Computer aided drafting systems
- Skilled in operating drafting and survey equipment
- Ability to operate personal computer, digitizer, plotters, and related GIS equipment
- Ability to design and develop relational databases; ability to instruct others in the Operation and use of engineering software
- Ability to direct the work of others; ability to establish and maintain effective working Relationships with employees, other divisions and the public; ability to follow written and oral instructions; ability to communicate effectively, verbally and in writing
- Ability to read, interpret and produce maps, surveys, engineering drawings and graphics from engineering software; ability to use CAD, Spread Sheet, Pavement Management
- GIS, Transportation Planning Software Programs

## **TRAINING COURSES:**

- Basics of Supply Chain management, American University in Cairo (AUC), May 2009
- DI Buyer Certification Trainings (DynMRO Part Catalog User, Request Order, Purchase Request and Purchase Order), DI Learn, May 2012
- Supply Chain, DI Learn, November 2012
- Property Management Loss, Theft, Damaged, Destroyed Property (LTDD) Training, DI Learn, November 2012
- Supplier Management Manual Training, DI Learn, November 2012
- Leadership 101: Developing as a DI Leader, DI Learn, November 2012
- Trade Compliance, DI Learn, December 2012
- 2012 Security Measures and Awareness Refresher Training (SMART) January 2013
- 2013 Code of Ethics Awareness Training, DI Learn, June 2013
- Negotiation Essentials: What Is Negotiation? DI Learn, October 2013
- Communication Skills, DI Learn, October 2013
- 2013 FCPA Policy Training, DI Learn, December 2013