

CURRICULUM VITAE

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Objective:

Seeking a Mid-level position that facilitates the application of the knowledge & skills acquired over my 4 years period of undergraduate studies in addition to gained 11 years of experience. Such a position would also facilitate the utilization of my excellent communication skills, team-player attitude, dedication in attaining targeted goals and eagerness for professional growth.

Areas of Strength:-

- Procurement and Contract
- Tender Committee
- General Services
- Administrative Affairs

Education Profile:-

Qualification Level	Degree/ Specialization	Performance	University	Place
Bachelor of Commerce	Pass Accounting 2005	Good	University of Alexandria	Alexandria (Egypt)

Key Courses Attended:

Personal Finance, Accounting, Financial Management, Operation Management, Human Resources Management, Strategic management, Procurement Management, Marketing & Consumer Behavior.

Professional Employment & Experience

1- Trip Limousine and Travel Agency

➤ Operation and Sales Manager :-

Egypt (Alexandria – Cairo – Hurghada)
From March 2020 till now.

Responsibilities

- Responsible for the day-to-day operations for travel and tours Supervise and overseeing procurement activities of the company and assuring full compliance.
- Meet and negotiate deals and contracts with travel agencies.
- Create and implement a business plan and strategy based on KPIs (number of sales, average spend, customer footfall, etc.)
- Responsible for meeting and greeting potential clients.
- Managing the daily sales, and operational reports.
- Responsible for managing the business phone and dealing with client calls and msgs.

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- Follow up the operation of all trips and communicate with drivers to ensure that work is progressing as required.
 - Monitor and optimize workflow and service processes to ensure operational excellence.
 - Obtain the highest level of clients by searching for tourism and travel companies in most Arab and European countries.
 - Increase the company's sales by creating advertisements on popular social media networking sites.
 - Follow up with customers after providing the service on the extent of their satisfaction with the services provided and evaluate them to improve the level of quality.
 - Procurement management for all the company's needs within the company's branches or at different work sites.
 - Develop a strategy for pricing plans for services provided according to Egyptian market prices.
 - Invoicing clients and managing cash flow.

2- Ministry of Youth and Cultural (QCHEC).

➤ Administration Affairs and Procurement Section Head

Doha – Qatar

From September 2016 To August 2019.

Responsibilities

To assist the management to providing procurement services to all company divisions, aiding in ensuring effective utilization and development of resources within areas of responsibilities and Continuous improvements of establishing new policies, strategies and processes within Procurement functions to achieve overall business objectives.

- Assisting management in developing and directing all other divisions by developing relevant plans and procedures in order to obtain the needs and requests of each department in the best ways while ensuring that the quality level and lowest costs are achieved.
- Supervise and overseeing procurement activities of the company and assuring full compliance.
- Develop and implement the Administration and procurement department strategy.
- Setting up section KPI (Key Performance Indicators) and assuring utilizing of resources efficiently to reach section's goals.
- Responsible of reviewing purchase orders and task orders along with associated documents in order to approve and sing it to continue procurement cycle.
- Member of the Tenders, Procurement and Contracts Committee reviewing the awarding procedures to suppliers in accordance with followed policies and procedures.
- Effectively and efficiently manage vendor relations for better terms.
- Improving employee performance and building an effective administrative team responsible for monitoring and evaluating the department and suppliers.

3- AL Rayyan Satellite Channel (ARTV) Qatar National Day Celebration Organization Committee.

➤ Procurement and Contract Specialist :-

Doha – Qatar

From February 2012 To August 2016.

Responsibilities

To assist the management to providing procurement services to all company divisions, aiding in ensuring effective utilization and development of resources within areas of responsibilities and Continuous improvements of establishing new policies, strategies and processes within Procurement functions to achieve overall business objectives.

- Assist Section Head – Administration and Procurement - in developing and directing section activities through participating in putting in place section plans and related procedures in order to utilize the resources in best manner
- Supervise and overseeing procurement activities of the company and assuring full compliance.
- Finalize all bookings for tickets and hotels for artists and guests in the various events.
- Setting up section KPI (Key Performance Indicators) and assuring utilizing of resources efficiently to reach section's goals.
- Responsible of receiving and distributing purchase requests (PR's) in order to obtain final approval and process it according to authority matrix.
- Search for new suppliers locally, regionally and internationally in order to create active pipeline for quality products and services with most competitive prices.
- Responsible of creating and managing Vendor (Supplier) List from processing vendor registration applications to obtaining higher management approval on complete list.
- Conduct site visit to suppliers and service providers if requested to examine and verify their technical capabilities.
- Responsible of evaluating the performance of suppliers and service providers in order to ensure quality services and to update related database.
- Responsible of processing Biddings and Request for Proposals as per pre-set policies and procedures in order to receive official quotation or proposal from suppliers and / or service providers.
- Review and evaluate received offers and proposals, technically and financially in collaboration with counter partner (End-User) in order to recommend best offer or proposal.
- Responsible of reviewing purchase orders and task orders along with associated documents in order to process it for final approval.
- Responsible of the developing, implementing and updating Procurement Policies and procedures in order to facilitate easier procurement cycle.
- Identifying contractual needs related to services in order to reduce cost.
- Response to all inquiries from counterpart (End-User) in order to provide appropriate inform Vehicles and guidance.
- Report daily activities to direct supervisor and execute corresponding actions to ensure workflow is followed as per guidance.
- Maintain section data and statistics log and supervises data gathering for periodic reporting purposes.

➤ **Member of Tender Committee: -**
Responsibilities

- Collect and have a good understanding of full information from counterpart (End-User) pertaining purchase requirements & and process to tender committee as per authority matrix.
- Write Request for Proposals (RFP's) explaining all bidding requirements (submission method, timing and evaluating criteria)
- Receive bids and making sure of compliance to bids conditions (sealed envelope, etc,,) and reject which is not complying.
- Open bids with attendance of all colleague members
- Set evaluation forms and assist counterpart (End-User) in filling up technical evaluation sheets, and fully responsible of commercial evaluation completion.
- Report tender committee findings and formulate letter of award recommendations to higher management for final Approval.

➤ **General Services :-**
Responsibilities

- Follow-up and supervision of all services (Maintenance - Hospitality - cleanliness - Protection - safety and security - follow-up rentals headquarters - offices distribution - distribution of newspapers and magazines - logistics) .
- Receipt of applications pertaining to the scope of work of the General Services Unit of branches and departments of the company.
- Work to find solutions for the problems, in coordination with the service providers in accordance with the contracts concluded with them.
- Raise the incoming requests related to the unit, which require the issuance of orders on the system to complement the rest of the action through the Procurement unit and stores, and work on the follow-up to verify that have been completed as required.
- Follow-up to the renewal of service contracts in coordination with the Legal Affairs and Financial Affairs, and with service providers to complete the renewal the contracts.
- Preparing the letters (internal and external) correspondence to scope of work of the Unit to complete the rest of the required administrative procedures.
- Preparing of suggestions and recommendations for service contracts, and submit it to the management to take the decision.
- Follow-up and supervision of the update a record of all vehicles owned or leased, and make controls for the use of cars in an optimal way.
- Receive maintenance requests for vehicles owned and leased and external broadcasting, and communication with the automotive service centers for the necessary maintenance work, and ensure the implementation of maintenance as required.
- Registration and renewal of vehicles licenses, and accident insurance, and the preparation of books and foreign correspondence with the relevant authorities.
- Monitoring irregularities drivers on the cars, and raise the necessary recommendations to the management to deduct from drivers.
- Preparing of suggestions and recommendations for renting or buying vehicle, and submit it to the management to take the decision.

➤ **Administrative Affairs :-**
Responsibilities

- Coordinate and manage various administrative functions within Corporate Services. the role is performing a various components of administration and the personnel which are required to work on some specific portfolio as deemed necessary by the department.
- Support in Procurement related activities such as creation of item codes, raising purchase requests, ensuring PO are received and assigned to concerned stake holders and updating Procurement report with PR, PO, DN, GRN and Invoice.
- Assist in preparation of Monthly report.
- Review contract documents and collate all necessary documents from Contract submission .
- Assist in preparation of Technical Evaluation Report .
- Support on any other administrative duties as deemed necessary by the department.
- Connectivity between the work of other departments and management.
- Manage the Company database including analyzing data and preparing Weekly, quarterly and annual reports.
- Maintain and track a variety of records.
- Prepare standard and routine reports, presentations, memorandums, letters, Meeting agendas, and minutes of meetings using software applications such as word processing, spreadsheets, graphics, charts and databases.
- Maintain a variety of manual files and other reports.
- Retrieve files and other reports as requested by staff.
- Update personnel files of all new transaction for quick access to required data.
- Accept incoming calls on behalf of the supported group.
- Take messages and direct them to proper staff member when beyond the incumbent's knowledge base. Welcomes incoming visitors and directs them to proper staff members.
- May perform other clerical duties such as stuffing envelopes and filing.
- Full management of the Department of Human Resources and all matters related to employees.
- Complete routine forms such as invoices, payroll documents, vouchers, etc.
- May order and maintain office supplies.
- Perform other office activities to relieve the supported group of administrative tasks.

Achievements

i have provided many achievements for my present work to reduce the budget of year 2016 , either through negotiation with service providers for the service contract value such as contracts for the hospitality and cleanliness and the security guard , or to search for alternatives to lower cost of ongoing cost as following :

- Purchase plan rather than the rental in case of leased equipment or Vehicles for a long time
- Re-Distribute unused space to create spaces and offices for additional sections and other departments are rented.
- **Total Amount reduced for the year 2016 = 9 Million Q.Rs**

4- Construction Services Est.

Doha - Qatar

March 2007 To January 2012

➤ Procurement Officer – Administrator **Responsibilities**

- Studying and analyzing available vendors in market and evaluate products and services of each according to our requirements.
- Finding new opportunities with new suppliers abroad, to ensure positive responses with real and fair competition.
- Maintain futuristic and strategic bond with suppliers to assure better performance comply with company's purchasing policy.
- Following up (all 6) ongoing projects material requisitions (MR) and formulate data base for all requisitions.
- Review Material Requisitions (MR) and ensure clarity and authorized signatures and liaise with concerned engineers to make amendments or further information if required.
- Generate inquiries for site requirements and conduct primary negotiations with suppliers for convenient terms and conditions
- Invite vendors to place their bids, and go on the procedure of evaluating offers and recommending best for engineers in charge.
- Place orders to best offers on management approval accordingly and liaising with accounts department to flag up payment conditions.
- Ensure accurate and correct amount delivery on time as requested to sites warehouses.
- Building company's Integrated Management system (IMS) purchasing procedures and maintain compliance with ISO certification.
- Commence periodic supplier's commercial and technical evaluation and generate Approved Vendor List (AVL) accordingly.
- Aim for optimum spending and achieve remarkable savings of purchasing budgets.

5- Carrefour Hypermarket

Alexandria - Egypt

March 2006 To February 2007

Accountant

6- Aqua Siwa Mineral Water

Alexandria - Egypt

August 2005 To January 2006

Accountant

➤ Accountant :-

Daily Sales Accounting:

Experience in daily sales. Verifying and recording purchase transactions up to the Preparations of cheques.

Accounts Receivables/Payables:

Dealing with suppliers and the collection of debts from customers.

General Ledger & Petty Cash Transaction:

Expertise in the area of banking transactions and petty cash transactions.

Other Account and Finance Works:

- Experience in business accounting entries manually and work on the program accounting.
- Cash Management and all transactions of banks as opening of documentary credits.
- Monitor sales and track customer.
- Assistance in the preparation of various schedules for the purpose of
- Finalization of accounts Preparing Debit and Credit.
- Cheque printing & Issuing and Open & Preparation L.C.
- Correspondence with customers and suppliers.
- Performing Experience in cash counter.
- Accounting transactions daily and daily reports.
- Accounts receivable / payable.
- Accounts of customers and suppliers.
- Preparation of payroll and salaries, attendance and absenteeism, requests for
- Vacations travel and Benefits.
- General accounting, monthly and annual reports.

Personal Profile :

Date of Birth	March 11, 1981
Place of Birth	Germany
Sex & Marital Status	Male, Married
Nationality	Egyptian
Current Residency	Egypt
Driving License	Available

Languages Known :

Arabic - Mother tongue

English - (Fluently Spoken and Written)

Target Organization :

Searching for an opportunity to work for an innovative and leading organization that appreciate and consider its employees as being its key asset. Such an organization would provide countless opportunities and learning experience, which facilitate both professional and personal growth.

Special Skills :

- Hardworking, punctual, achievement oriented and self-Learning
- Dependable and pays attention to detail
- Excellent Communication & Interpersonal Skills
- Possess excellent analytical & organization Skills
- Knowledgeable in computer application such as, MS Word, MS Excel, MS Power point & Acc Pac Sage CRM, and MS AX Dynamics 2012.
- Strong negotiation skills.
- Professionalism and ethics
- Stress Management
- Time Management
- Have Driving License (Egypt & Gulf).