

# Nermin Ali Mostafa Bakr

## CONTACT

**01220779018**

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Giza**

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## EDUCATION

**Bachelor of Commerce,  
Cairo University  
(2008 - 2012)**

**Major: Accounting**

**Grade: Good**

**Final year: Very Good**

**High School: El-Orman  
Secondary School (2008)**

## OBJECTIVES

Seeking a challenging position in a reputable company at procurement department where I can develop and utilize my knowledge and experience in purchasing.

## WORK EXPERIENCE

**Purchasing Coordinator (Feb, 2015 – Apr, 2020)  
Delta Aromatic International**

- Handled local and admin purchasing process.
- Checked requirements, got offers for it, chose the best offer and made the order according to the required specifications, price, quantity, and delivery time.
- Negotiated with suppliers to get the lowest possible price and the best payment term.
- Followed up with suppliers to deliver goods on time to avoid any delay and handled delivery problems.
- Received invoices from suppliers, and made settlements to send it to finance department.
- Got pre-order samples when dealing with new suppliers to approve it from QC.
- Provide R&D with required samples to develop and create new products.
- Kept suppliers files updated and searched for new suppliers.
- Worked on ERP SAP: Received requisitions from planning department, searched for previous prices and quantities for required items, Created Purchase Orders and sent it to the supplier to confirm the order with quantity, price and delivery date.

## **Treasurer (Aug, 2014 – Feb, 2015)**

### **Al-Orman Charity Association**

- Took receipts from secretaries and gave them to delegates to collect donations throw the day and gave me the money next day.
- Made inventory on the safe to guarantee the equality of cash balances.
- Made daily deposit in the bank.
- Made reports and sent them to the management.

## **SUMMER TRAINING**

### **Egyptian Natural Gas Co. (GASCO) (Aug, 2009)**

## **COURSES**

- Advanced Communication Skills, Egyptian Council (5-6 December, 2017).
- Negotiation Skills Course, American Chamber of Commerce in Egypt (27-29 August, 2017).
- Interpersonal Communication Workshop, Egyptian Council (12-13 April, 2017).
- Purchasing Workshop, Egyptian Council (18-19 March, 2016).
- Communication Skills, Maharaty (2012).
- Communication skills, Cairo University “tshanj” (2011).

## **LINGUISTIC AND COMPUTER SKILLS**

### **Language:**

Arabic: Native

English: Intermediate

### **Computer and SAP experience:**

- Worked on ERP SAP MM (Material management) Module.
- Excellent Knowledge of Microsoft Office Word, Excel and PowerPoint.

**References Furnished Upon Request...**