. Osama

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*Accomplished* ***Purchasing & Administration*** *Professional, offering an exposure of****25years*** *across diversified facets of* ***Purchasing & Administration****,* ***Accounting****,* ***Marketing****, and* ***Management*** *domains…..including an* ***International Exposure of 3 years***

*(Northrop Grumman- Lockheed Martin, Egypt Branch)*

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***‘Seeking Leadership opportunities in role across globally reputedorganizations’***

**Executive Synopsis**

* Currently spearheading efforts with ***Manazil Steel Framing Factory L.L.C*** *(Abu Dhabi, UAE)* as the ***Purchase & Admin Manager****.*
* Diligent and result-oriented professional, presenting a vast experience across purchasing, administration, accounting, marketing, and management aspects, with expertise in recognizing purchasing and administrative opportunities.
* Deft in meeting preset business goals with satisfaction, closing deals under a highly dynamic milieu, capturing desired markets, establishing new suppliers’ rapport, and sustaining superb rapport with suppliers.
* Adept in purchasing and administrative activities, with robust business acumen, handling of diversified projects, and development of new products.
* Characterized as a dedicated team-leader, with advanced leadership, negotiation, interaction, analytical, planning, organizational, problem-solving, decision-making, client convincing, and supervision etiquettes.

**Core Competencies in…..**

* Purchasing
* Administration
* Human Resources
* Public Relation
* Suppliers & Contractors Relationship Management
* Insurance
* Team Building
* Staff Training

**Academics**

* **Master's in Business Administration (MBA)** |Nixon University, USA | 2013
* **Bachelor of Commerce** |Faculty of Commerce**,** Ain Shams University, Egypt- Accounting Section | 1987

**Career History**

***Manazil Steel Framing Factory L.L.C.*** *(Abu Dhabi, UAE)*

***Purchase & Admin Manager:****Dec 2009 to Present*

* *Reporting to the CEO and mentoring a team of 5 members.*

**Key Deliverables:**

*Purchasing:*

* Managing the purchasing department budgets, preparing and processing requisitions, purchase orders, and contracts to assist supplies, contracts, and equipments.
* Buying printed materials and forms by ensuring requirements including price, quality, and delivery negotiations and approval of invoices.
* Verifying purchase orders claims and contracts in line with company policies.
* Appraisingthe market and delivery systems to ensure assessment of present and future material availability.
* Designing and introducing the purchasing and contract management instructions, policies, and procedures.
* Monitoring the resolution of vendors or contractors grievances, while handling claims against suppliers.
* Representing the companies in negotiating contracts along with formulation of policies with suppliers.
* Conducting review, evaluation, and approval of specifications to assist issuance and awarding of bids.
* Developing bid awards demanding board approval, and generating reports on market conditions and merchandise costs.
* Handling the on-line purchasing systems, along with arrangement of disposal of surplus materials.
* Locating vendors of materials, equipments, or supplies, while interviewing them forassessing product availability and terms of supply.
* Tracking and controlling the resources along with a track over the spending of money.
* Scrutinizing equipments, structures, or materials for identification of the causes of errors/other problems/defects.

*Administration:*

* Handling communication systems via identification of requirements, evaluation of options, sustenance of equipments, and approval of invoices.
* Generating and following-up on service contracts with the service suppliers like cleaning contractor, company assets, maintenance contractor, and furniture and fixture maintenance contractor.
* Developingbids and tenders for sales of useless equipments, materials, and scraps with approval of best offers.
* Offering historical reference via development and utilization of filing and retrieval systems.
* Ensuring attainment of financial objectives by means of requirements anticipation, submission of information for budget preparation, scheduling of expenditures,tracking of costs, and analysis of variances.
* Acting as a link between the top management staff and employees by attending questions, interpreting, and administering contracts,along with assistance in resolution of work-related problems.
* Overseeing planning, direction, supervision, and coordination of activities on behalf of subordinates and staff pertaining to employment, compensation, labor relations, and employee relations issues.
* Managing contracts with vendors for imparting employee services like food service, transportation, or relocation service.

*Human Resources:*

* Devising procedures for activities like personnel recruitment, selection, training, compensation and benefits, labor relations and negotiation, and personnel information systems.
* Attaining staff targetsvia information on job expectations, while planning, monitoring, and appraising job results.
* Offering coaching, counseling, and discipline to employees along with initiation, coordination, and enforcement of systems, policies, and procedures.
* EstablishingHRMS procedures including leave, return from leave, employee transfers, time keeping, and payroll information.
* Developing the daily/weekly/monthly/other periodic reports, including job descriptions, performance appraisal, etc.
* Liaising with the company’s legal consultant for various lawsuits, be it from company’sviewpoint or other’s viewpoint.
* Building and sustaining effective working relations with the local/municipal government officials and media representatives.
* Handling the development of internal communications assisting the employees with updated company activities.

*Insurance:*

* Interacting with the assigned insurance company, developing additional requests fornew employee policies, approving invoices, and providing employees with an insight on the relative insurance network and included benefits.
* Scrutinizing and reporting on industrial accidents for various insurance carriers.
* Filing and obtaining the appropriate refund claims from the insurance company in accordance with the agreement.

*Public Relations:*

* Devising policies and procedures pertaining to public information programs and interacting withpublic relations executives.
* Sustaining company archives for employees including requisite information by the labor office.
* Managing the company representatives for finalizing the issuance or renewal of medical reports, passports, and Emirates ID’s to meet residency visas purposes.

**Major Accomplishments:**

* Piloted the streamlined implementation of the Purchasing Policy, the Administration Policy, and the HR Policy.
* Partook in the finalization Al Maharat School Project worth AED 65 million, finalization of Trojan Project worth AED 33 million, and finalization of Variance Projects worth AED 312 millionwithin a span of 5 years & 7 month.

***Abu Dhabi Islamic Bank, Subsidiary Takaful Insurance*** *(Abu Dhabi, UAE)*

***Senior Accountant:****Feb 2005 to Nov 2009*

* *Reported to the Deputy Manager of CEO for Finance & Admin and supervised a team of 3 members.*

**Key Deliverables:**

* Conducted the review and approval of thecheque payment vouchers for various claims and return premiums payments.
* Ensured comprehensive documentation along the lines of company regulations and authorization.
* Followed up on the implementation of systems and procedures for Gl.
* Matched overall claims and return premiums CPVs against the relevant accounting documents in the Orion system.
* Followed up, reconciled, and updated the following GL Accounts including Prepayment Accounts, Accrued Expenses Account, Payables Suppliers Accounts, and Payables Cash Customers Account.
* Generated themonthly Accrued Expenses Reports, along with reconciliation of Accounts for Reinsurance Companies.
* Verified the Miscellaneous Expenses and Revenues Accounts, along with follow-up and reconciliation of Claims Recovery.
* Oversaw the integrity and quality of the Internal Accounting Records with provision of the resulting financial information.
* Piloted the review of the monthly and annualprocesses for the unresolved outstanding items.

***Al Eslahat Contracting & Maintenance Co.****(Abu Dhabi, UAE)*

***Senior Accountant:****Sept 2003 to Jan 2005*

* *Reported to the GM and mentored a team of 2 members.*

**Key Deliverables:**

* Conducted periodic review of GL Accounts, and established new financial control reports on behalf of the company.
* Purchased and installed office equipments like computers, copiers, telephones, etc.
* Sustained petty cash balances for purchase of routine office supplies along withmaintenance of records foroverall expenses.
* Performed petty cash reconciliation, along with hiring of local staff on advice from the General Manager.
* Handled the payment of lease and rent expenses, while ensuring payment of electricity and telephone bills.
* Managed the file maintenance activities to assisteach and every vendor or supplier.

**Other Previous Assignments**

* **Senior Administration Specialist** | Nile Telecom, For General Services, Cairo, Egypt | 2000 - 2003
* **Finance and Administration Manager** | Egyptian Marketing Consultant, Cairo, Egypt | 1999 – 2000
* **Finance and Administrative Assistant** | Northrop Grumman (American Co. Branch), Egypt | 1995 – 1998
* **Marketing Specialist** | Helwan Engineering Industries Company, Cairo-Egypt | 1989 – 1992
* **Accountant**|Supreme Council for Youth and Sports, Cairo-Egypt | 1987 – 1989

**Notable Accomplishments**

* Conducted cost reductions across all fields as avital element of the profit increment elements.
* Developed and sustaineda long-term and profitable relationship with suppliers and subcontractors.
* Establisheda comprehensive database to assist the suppliers and subcontractors.
* Sustained adequate control over the expenditures related topurchases, admin., HR, and PR issues.
* Displayed proven expertise in overcoming challenges and dealing with leading modifications.
* Deliveredabout 20 construction projects amounting to a total worth of Rs.312 million within a span of 5 years &7 month.

**Trainings**

* Advanced Certificate in Strategic Procurement (ACSP) | MBC, UK | 2013
* Supervisory Management | European Management Center

1. Supervisory Role within the Organization, Egypt | 2001
2. Time Management and Planning, Egypt | 2001
3. Communication Skills and Understanding Quality, Egypt | 2001

**Technical Expertise**

* Orion Program (Insurance & Accounting Program)
* SAP Program
* Focus Program
* MS Office
* Communications Programs

**Personal Dossier**

* **Date of Birth:** 21st December, 1963
* **Languages Known:** English, Arabic, and French (Basic)
* **Marital Status:** Married
* **Visa Status:**Employment Visa
* **Driving License:** Valid UAE driving license
* **Nationality:** Egyptian