**Abdo**

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**Professional Experience**

Porto Group – (Egypt) Procurement Manager from Dec till 2016 Oct

* Planning and organization of the management of procurement planning, organizing and implementing the purchase of any raw material and production requirements and accessories maintenance and operation as well as different requirements for the management of the company to the required specifications, on time and best price
* Developed supply plans and purchasing directions.
* Synchronized supply chain activities, coordinating vendors and internal operation departments.
* Managing a team of 7 professional buyers.
* Training of personnel management of purchases on their business and the transfer of expertise to them so that they are qualified to replace him in the event of a vacuum office
* Speaking to subordinates and explaining exactly what needs to be done and what is expected of them.
* Developed and led purchasing department, mentoring its team members.
* Setting targets for members of the procurement team.
* Plan and budgeting IT and Marketing.
* Establishing new processes and systems for effective procurement.
* Developing good relationships with key suppliers to ensure best value for money.
* Entrance investment for all purchasing contract called (P2) bring a great investment back quarterly in year.

Porto Group – (Egypt) Procurement Team Leader -from Dec/2010 till 2011

* Regularly visiting locally, national and international suppliers
* Responsible for everything for his administration and for the safety management system purchases of solidarity with the inventory manager and managing director and responsible for all documents adopted and decisions taken full responsibility
* Responsible for issuing log in to suppliers shows him all the supplier data and permanent search for new suppliers to get the lowest prices, including plays into the benefit of the institution
* Reasonable for all IT needs (server, networking, license etc.…
* Attending important meetings and client get together
* Managing the delivery of multiple activities in parallel
* Plan and budgeting IT needs based on my experience
* Assistant for Marketing Purchasing needs
* Prepare and process requisitions and purchase orders for supplies and equipment

Porto Group – (Egypt) Procurement officer Dec/2008 till 2009

* Managed Enterprise-wide comprehensive logistics.
* Established best practices with regard to systems integration.
* Formulated regular status reports and purchase orders.
* Aided proposals and procurement and managed projects.
* Imparted short term technical assistance.
* Responsible for monitoring the implementation of plans for the management of procurement
* Process purchase requisitions / orders within purchasing authority.

Vodafone – (Egypt) from Jan/2007 till Dec/2008 IT Procurement Contract

* Develop IT procurement performance metrics and use them to benchmark the IT procurement process.
* Clarify roles in the procurement process to build effective internal and external relationships.
* Use the procurement process framework as a tool to assist in reengineering the IT procurement process.
* Use the framework as a guide for future research.
* Use the framework to structure IT procurement training and education.

**I have an offer from Vodafone that’s makes me think to change my career bath to start Procurement field**

Ministry of Interior – (Egypt) Jan/2006 till Dec/2007 System Administrator

* Designs and implements complex local and wide area network systems, supporting enterprise-wide applications or large scale computing applications involving hundreds of user
* Manages a large site or network.
* Establishes or recommends policies and procedures for system use and services.
* Installs, configures, and maintains multiple servers and workstations, ensuring proper integration with other university computer systems.
* Manages multiple linked databases to include security, data safety and integrity, disaster recovery, and development of bulk data import/export procedures
* Performs software installations and upgrades to operating systems and layered software applications
* Monitors and tunes systems to achieve optimum performance levels.
* Plans and implements system security procedures, to include firewalls, host and client access, file permissions, and user accounts.
* Monitors and tunes systems to achieve optimum performance levels.
* Develops and implements various training, job aids, and instruction for users on the use of operating systems, networking, applications, and databases.

Middle East (Saudi Arabia) from Feb/2005 till Dec/2005 Technical Support

* Troubleshoot hardware, software and network operating system.
* Perform initial installation and configuration of information technology hardware, software, and peripherals.
* Prepare new and upgraded computers to be connected to computer networks.
* Upgrade software and hardware on existing computers
* Diagnose and provide support on computer system problems, including debugging, correcting, repairing, servicing, examining, installing, training, and troubleshooting computer hardware, printers, and other peripherals.
* Provide assistance to faculty, staff, and students on the use of software and hardware.

Elkadsya (Saudi Arabia) from Jan/2004 till Oct/2004 Help Desk

* Assign users and computers to proper groups in Active Directory.
* Perform timely workstation hardware and software upgrades as required.
* Install, test and configure new workstations, peripheral equipment and software.
* Assist with onboarding of new users
* Solve Printing, scanning, office, software issue.

**Education**

Computer Sciences 2006

**Courses**

* MBA start from 1/10/2016
* Diploma in [Supply and Chain](http://www.aucegypt.edu/offices/Supply/Pages/default.aspx) ( AUC ) American University in Cairo
* Budgeting and Plan ( AUC ) American University in Cairo
* Diploma in Marketing ( AUC ) American University in Cairo
* Diploma in Information System, From Oxford University- on line 2007
* MCSE-Microsoft Certificate System Engineer
* MCSA-Microsoft Certificate System Administrator
* MCP-Microsoft Certificate Professional
* CCNA-Cisco Certificate Network Associate
* A+ / N+

**Personality Skills**

* Build and lead an aggressive, bold, and highly operational team
* Ability to make fast and yet reliable decisions on how to solve problems.
* Capable of making important and strategic decisions.
* Energetic, self-motivated, dynamic.
* Ability to work under pressure.
* Excellent communication skills, Ability to work in a team.
* Analytical and problem solving skills.
* Great negotiate skills.

**Summary of Qualifications**

A results orientated and confident Procurement Manager who can ensure all purchasing activities support and strengthen the strategic objectives of a company. Maxine is able to work in a constantly changing environment, establish strategic relationships with key suppliers and ensure all contract terms represent best practice and maximum commercial benefit for her employer. During her career she has worked in a wide range of sectors in many different organizations and has experience of managing a global operation with matrix teams and stakeholders on an international scale. She has a track record of consistently delivering results in challenging environments through the application of robust management tools and techniques. Right now she is looking for a suitable position with an ambitious company that wants to recruit talented people.

**Career Objective**

To obtain a challenging position that will allow for growth and a chance to use and contribute my education in of procurement (foreign , local ) and become a procurement Manager who oversees and coordinates purchasing activities including supplier selection, contracts, quality and cost control, and receiving of goods.

**My Vision**

By 2025 I will be one of biggest consulting in my field

**Activates**

Member of Egyptian Bowling team.

**Language**

* Arabic / Mother Tong
* English / Excellent

**Personal Info**

* Sex / Male
* Date of birth / January 3, 1983
* Nationality / Egyptian
* 2nd Nationality / Sudanese