**Abbas**

Purchasing unit manager

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***PERSONAL SUMMARY***

 **A** *hardworking, pro-active purchasing manager with an upbeat and positive attitude, who is looking for an opportunity to make a big difference in a business that is moving forward. Possessing a track record of achievements and a proven ability to manage the vendor / supplier base to reduce lead time and cost where ever possible. Results driven and able to use initiative to develop effective solutions to purchasing problems, whilst having active and dynamic approach to work and getting things done efficiently.*

*Looking for a suitable managerial position with an exciting and ambitious company that offers genuine room for progression.*

 ***WORK EXPERIENCE***

 **Egyptian** **Ministry of Civil Aviation & Subsidries**

**PURCHASING & CONTRACTS UNIT MANAGER SEPT 2004 - Present**

Responsible for organizing and maintaining a **CENTRAL** facility for the purchase of all goods, services and contracts on a best practice basis. Also ensuring the smooth supply of material, consumables and equipment to the Ministry and subsidiaries.

***Main Projects:***

-Managed the Egyptian Civil Aviation Authority building project (TCO is 80m) which includes:

1-Dealing with an International consultancy offices to design the Building.

2- Constructing the main Building with external and internal decorations with a close work with the designers and the implementation Engineers.

3- Dealing with an International Central A/C companies in which the internal temperature must be constant all the time to ensure the devices inside the building working efficiently.

 4- Dealing with fire fighting companies.

 5- Dealing with the furniture companies and the wooden designers and Electrical designers.

* Building the Air Malls in more than 5 airports (TCO 15m)
* Building the Aero sport club (TCO 13m).
* Participated in all purchasing projects related to the development of airports all over Egypt beginning with the development of Terminal 1&2,Sharm airport,borj el Arab airport and Assiut airport.
* Created the IT infrastructure which connected all the airports together with Cisco.
* Launching “Smart aviation “company a Subsidiary in which we bought 4 Cessna aircrafts at the launching period.
* Creating new maintenance contracts and review existing ones for renewal or change in SLA .

***General Duties:***

* Managing and analyzing product ranges and the whole purchasing expenditures.
* Identifying common requirements across Subsidiaries and grouping of similar items that are required for specific business activity.
* Classifying uncommon items using other mechanisms such as (economies of scale, economies of information, and economies of process) according to the nature of each item or its market or the purchase transaction itself.
* Achieving purchasing synergy in managing and organizing purchases in corporate level, without losing the proximity of decentralized purchasing through coordinated structure.
* Forming cross-functional team bringing together knowledge and resources required for purchase pooling by meeting relevant stakeholders to challenge the proposed categories.
* Analyze market and delivery systems in order to assess present and future material availability.
* Locate vendors of materials, equipment or supplies, and interview them in order to determine product availability and terms of sales.
* Negotiating price and terms of contracts with suppliers.
* Prepare and process requisitions and purchase orders for supplies and equipment.
* Prepare bid awards requiring board approval.
* Resolve vendor or contractor grievances, and claims against suppliers.
* Prepare reports regarding market conditions and merchandise costs.
* Giving sourcing input to colleagues to aid business planning & development.
* Making recommendations & advising senior management on all purchasing issues and keep well established cross-functional relationships.
* Managing vendor relationships and building effective supply chain partnerships.
* Interview and hire staff, and oversee staff training.
* Controlling the purchase and supply of all procured items & services and maintain records of goods ordered and received.
* Review purchase order claims and contracts for conformance to company policy.
* Analyze market and delivery systems in order to assess present and future material availability.
* Develop and implement purchasing and contract management instructions, policies, and procedures.
* Participate in the development of specifications for equipment, products or substitute materials.
* Represent companies in negotiating contracts and formulating policies with suppliers.
* Review, evaluate, and approve specifications for issuing and awarding bids.
* Establishing terms, pricing, quality requirements, delivery, and contracts.
* Adhering to all company policies with particular regard to accounting procedures.

***Internal development:***

* Due to work load I decided it would be better to divided the purchasing department into sections adapting category management strategy to create individuals with high experience in each category and can follow up the new innovations in the market in other words to adapt the market oriented approach but each year I make a partial rotate to widen the prospective of employees and to minimize risks and on the other hand keeping the main skeleton tough.

***Overall development:***

- Educating the internal stake holders to create an atmosphere of cooperation and working towards new approaches this made us adapting JIT approach in some SKUs which need special ways of warehousing this leads to search for new suppliers with more capabilities to serve our needs and add value to the products needed.(example: Cement )

***Duties:***

* Controlling the purchase and supply of all procured items & services and maintain records of goods ordered and received.
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* Negotiating price and terms of contracts with suppliers.
* Prepare and process requisitions and purchase orders for supplies and equipment.
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* Adhering to all company policies with particular regard to accounting procedures.
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***KEY SKILLS AND COMPETENCIES***

* **Communicating with Supervisors, Peers, or Subordinates --** Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person**.**
* **Making Decisions and Solving Problems** -- Analyzing information and evaluating results to choose the best solution and solve problems.
* **Organizing, Planning, and Prioritizing Work.**
* **Provide Consultation and Advice to Others** -- Providing guidance and expert advice to management or other groups on technical, systems-, or process-related topics.
* **Critical Thinking** -- Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
* **Persuasion** -- Persuading others to change their minds or behaviour.
* **Negotiation** -- Bringing others together and trying to reconcile differences.
* **Thinking Creatively** -- Developing, designing, or creating new applications, ideas, relationships, systems, or products, including artistic contributions. ***MAJOR ACADEMIC QUALIFICATIONS***
* Chartered Institution of purchasing and supply management (UK): studying Diploma in Purchasing and supply management ***Present***
* Procurement and Contracts –IATA-Singapore-2012
* Marketing & Commercial Strategies –IATA-MONTREAL-CANADA 2007.
* Bachelor degree Faculty of commerce (English section) Ain Shams University 1998.

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*Egyptian Civil Aviation Authority Building*



 *Terminal 3 Building*

 Aero sport Building