kerolos

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[Mashael building, TECOM, Dubai, UAE]

**Personal data**

**Date of Birth :** *October 22nd, 1987*

**Marital Status :** *Married.*

**Nationality :** *Egyptian.*

**UAE VISA status :***Visit visa valid till 9th of May 2017.*

**Driving Licence :***International driving licence from Egypt.*

**Careers Objective**

*Looking for Foreign purchasing, procurement & import position at UAE.*

**Education**

* **Bachelor of commerce - Ain Shams University – Cairo – Egypt**
* **Date of graduation** : *October 2008.*
* **Department**  : *Accounting.*

**Work Experiences**

*🖎*  **EVA Cosmetics – Egypt** (from September 2013 till January 2017)

***Senior Procurement & Foreign Purchasing specialist***

* *Receives the purchase request (PR) from the Planning department to ensure that it’s compliance with the company policy.*
* *Negotiates with the approved international suppliers to achieve best material price offer, quality and best service.*
* *Issues purchasing orders (PO) as requested ensuring delivery of the required quantities in full on time putting into consideration the price comparison.*
* *Prepare freight quotation comparison to reach the most cost effective offer and way of shipping.*
* *Communicates and provides the shipping documents to the Clearance department on time without any mistakes.*
* *Receives the required materials and follow the inspection and the adding notes then ensure payment on time to the supplier.*
* *Prepares supplier evaluation sheet to evaluate the supplier performance.*
* *Provides Research and Development department with requested samples.*
* *Prepares sheets about expected needed currency, cost saving and alternative materials on monthly basis.*
* *Work closely with new junior employee until making sure of his ability to work as per department's SOP & company policy also follow up his daily duties.*

*🖎* **3-Brothers for engineering and electrical manufacturing – Egypt**

(From June 2012 till 10 September 2013)

***foreign purchasing specialist***

* *Make the communications with suppliers once receive the annual plan or rush orders & make the purchasing orders after checking the best prices & good quality.*
* *Preparing the payments: T/T – L/C – Cheque – CAD and Following-up the transferring.*
* *Make the communications with logistics companies & choose best quotation for shipping regarding prices & services then follow shipping.*
* *Follow original documents & send it to customs clearance broker.*
* *Review bills of customs clearance and shipping regarding previous quotations.*

*🖎* **Bishara Textile & Garment Manufacuring CO (BTM) – Egypt** (from October 2010 till June 2012)

***foreign purchasing specialist***

* *analyzing the needs of factory concerned the demanded purchasing items..*
* *Make the communications with suppliers & make the purchasing orders after checking the best prices & good quality.*
* *Following up the shipment until the goods reach to the factory.*
* *Revise the goods when it arrive and send it to the stock.*

*🖎* **Italian Hospital – Egypt** (from November 2008 to March 2009)

***HR department***

***Working as a team member of HR department involved with the followings:***

* *Salaries - Vacations - Filling.*

**Training**

* **Bank Misr – Egypt** *(July 2007)*

*(Administrative Affairs – banking)*

**Skills & Personal Information**

* **Language Skills:**

*• Arabic: native language*

*• English: excellent, (advanced course, certified by American University in Cairo)*

*(Conversation course, certified by CTC Academy)*

* **Computer Skills:**

*• ICDL, certified by Vision academy.*

*• Very good Oracle user.*

*• Very good familiar with Windows, Microsoft office, Outlook, and very good navigator in internet****.***

* **Courses :**

*• Purchasing and Supply Chain Management (certified by American Chamber).*

*• Internal audit course includes (ISO 9001, 18001 & 14001) (certified by TUV).*

*• Custom & Clearance course (certified by Egyptian customs authority).*

* **Personal Skills:**

*• Have an ability to work under pressure and work individually or as a team member, open Minded, good listener and in a good health.*

*• Negotiation skills, strong ability to learn, well organized & precise****.***