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| mohamed mohamed.371957@2freemail.com  |
| **overview** |
|  | Gained knowledge & skills in Supply chain including Procurement management , logistics management , and General Administration. A seasoned professional who is also fast learner, adaptable in any assigned task, and expert in handling multiple duties. Have excellent communication skills in both English and Arabic, an industrious and can work under pressure to meet deadline without sacrificing quality. Highly creative, recognized as a results-oriented and solution-focused individual. Areas of strength include: |
| • Supply chain management• Payment negotiations• Communication Skills | • Contracts Negotiating, control• Logistics Management |
| **education** |
|  | Bachelor's degree, Accounts | 2006 |
|  | **AIN SHAMS University, Cairo Egypt**Bachelor of Accounting (4 Years) With +Good Grade. |
|  | Internal Auditor Training According to ISO 9001:2015, ISO 14001:2015 and OHSAS 18001:2007 standards | MAR 2017 |
|  | UCS (United for Certification Service) |
|  | Supply Chain Management | AUG 2013 |
|  | HPA Highly Professional Advisors |
|  | **TOEFL** | DEC 2008 |
|  | Facultyofarts-Ainshamsuniversity |
| **computer skills** |
|  | * Microsoft office Experience: 7 years or less.
* Common Finance Packages.
 | * Operating Systems (Windows, MAC, Linux)
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| **LANGUAGES** |
|  | **Arabic** “NATIVE “**English** “intermidiate” |
| **PROFESSIONAL EXPERIENCE on Brief** |
|  | **Procurement team leader (**PROMOTED) **MAR 2013 – Jun2017**Total Solutions LTD, 10th of Ramadan city, Egypt.**Procurement Specialist JUL 2009 – MAR 2013**Total Solutions LTD, 10th of Ramadan city, Egypt**Accountant Assistant SEP 2006 – JUL 2009**Sun Computer Systems Location: Cairo, Egypt, Cairo - Egypt**Trainee JUN 2006 – SEP 2006**Misr Bank Location: Egypt, Zagazig – Egypt |
| **PROFESSIONAL EXPERIENCE in Details** |
|  | Procurement team leader (PROMOTED)  |  |
| **Total Solutions LTD, 10th of Ramadan city, Egypt.**Industry: Engineering Services, Oil and Gas. Company Size: 101-500 employeesMAR 2013, I have been Promoted to Team leader position, appreciating my hard work and ideas implemented. My Day to Day Procedures Varies from:* Negotiating and managing supplier contracts.
* Develop material costs forecasts and standard cost lists.
* Monitor supplier performance to assess ability to meet quality and delivery requirements.
* Monitor forecasts and quotas to identify changes or to determine their effect on supply chain activities.
* Monitor and motivate staff.
* Working with and buyers to select products that are in demand and will sell.
* Planning delivery timetables.
* Monitoring items stock levels.
* Ensuring stores stock capacity.
* Making sure suppliers have enough stock to meet demand.
* Overseeing the ordering and packaging process.
* Select transportation routes to maximize economy by combining shipments or consolidating warehousing and distribution.
* Tracking products through depots to make sure they arrive at their destination
* Overseeing shipments arrival.
* Managing customers quoting process.
* Ensure customer satisfaction with the service provided
* Review or update supply chain practices in accordance with new or changing environmental policies, standards, regulations, or laws.
* Ensure targets are met.
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|  | Procurement Specialist |  |
| **Total Solutions LTD, 10th of Ramadan city, Egypt.**Industry: Engineering Services, Oil and Gas. Company Size: 101-500 employeesJoined on JUL 2009 as Procurement Specialist. During my period known with best performance. My Day To day activates Varied from:* Negotiate, identify, and qualify suppliers for main components based on: best feasible prices, lead-time, payment terms, quality, and flexibility, reflecting the suppliers; reliability.
* Search online for foreign suppliers to get the best prices.
* Receive purchase order requests from concerned departments.
* Prepare purchase orders by verifying specifications and price: obtaining recommendations from suppliers for substitute items; obtaining approval from the administration manager.
* Responsible for the local buying process ensuring the fulfillment of the requirements with the best quality and price, while ensuring the total compliance to the purchasing process.
* Track the status of orders, follow up on deliveries to guarantee that orders have been filled correctly and that goods meet specifications.
* Maintain updated records of purchase orders.
* Prepare payment requests to the finance department attaching the original invoice, receiving issue, copy of PO and PR.
* Submit to the finance department due payment schedules, and following up on them to ensure that the suppliers are paid on time as per the contract.
* Prepare and submit a monthly activity report to the administration manager highlighting the material prices,
* Payment terms, and the progress of work in the purchasing department.
* Maintain up-to-date lists of suppliers and pricing arrangements to ensure that the company achieves the most favorable commercial terms.
* Maintain reports of stocks of materials and equipment to ensure that shortages are avoided.
* Report any significant supply issues to ensure awareness of any potential difficulties.
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|  | Accountant Assistant |
|  | **Sun Computer Systems Location: Cairo, Egypt, Cairo - Egypt**Company Industry: Computer/Hardware Job Role: AdministrationSEP 2006 - JUL 2009 Sun Computer System, Cairo, EGY* Receive and process all invoices, expense forms and requests for payment.
* Verify calculations and input codes in to the Accounts system in an accurate manner.
* Maintain and reconcile Bank Statement.
* Deal with daily transactions for the petty cash and ensure that reconciliations are completed on a weekly basis.
* Ensure all filing is done in a timely and accurate manner.
* Prepare Cheques for payment.
* Daily Post checking.
 |
|  | *Trainee* |
|  | **Misr Bank Location: Egypt, Cairo – Egypt**Company Industry: Banking Job Role: OtherJune 2006 - September 2006 A 3 Month Training on Banking Accounting, By Collage Professors and Bank Employees. Finished with Excellent Degree. Extra years of experience not listed above: 1 Years, 2 Months  |
| **CERTIFICATES AND TRAININGS**  |
|  | **MAR 2017** | **Internal Auditor Training According to ISO 9001:2015, ISO 14001:2015 and****OHSAS 18001:2007 standards. at UCS (United For Certification Service )****Course Overview:**Internal Auditor Training course popular to be 4-days course offers an in-depth understanding of the concepts of the ISO 9001:2015, ISO 14001:2015, and OHSAS 18001:2007 standards and the principles and practices of performing and reporting on effective internal audits in accordance with ISO 19011. Experienced instructors explain the clauses of ISO 9001:2015, ISO 14001:2015, and OHSAS 18001:2007 Standards in detail and guide students through the internal audit process, which is required for creating and maintaining a quality management system based on ISO 9001:2015, ISO 14001:2015, and OHSAS 18001:2007 Standards. Students will gain auditing skills and knowledge through a balance of classroom training, practical role-playing, group workshops, case studies and open forum discussions. This is currently one of the most dynamic courses available due to its progressive,hands-on approach. |
|  | **AUG 2013** | **Supply Chain Management at HPA Highly Professional Advisors****Program Objectives:**This program provides essential concepts and strategies related to demand management procurement and supplier planning, material requirements planning, capacity requirements planning, sales and operations, planning, master scheduling, performance measurements supplier relationships, quality control, and continuous improvements.The program covers definitions and basic supply chain management terminologies.It explores the functions of supply chain management and logistics, supply chain decisions, supply chain designs, global supply chains and virtual supply chains. Also covers the relationship between supply chain/logistics strategy and the structure of the organization; and the influence of organizational structure on performance. Specific focus on Purchasing, Transportation, Production Planning and Control, Inventory Management, Physical Distribution Management, and SCM MIS. |
| **Special interests** |
|  | Computers & Technology, cruse, Business & Social relations. |
| **Personal Infomration**  |
| **Age:** 32 Years**Nationality:** Egyptian **Marital status**: Married + 1 Baby Girl**VISIT VISA,** Expires 8th OCT 2017 |