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| ***Name:*** | ***Hany***  |
| ***A-mail:*** | ***Hany.374659@2freemail.com*** |



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|  ***Procurement Manager***  |

***Areas of Knowledge:***

**Contract Management**

**Management**

**Report Management**

**Marketing and Sales Management**

**Electronic Records Management**

**Administration and Management**

**Mathematics**

**Economics and Accounting**

***Experience:***

***Employer*** **Al-Dirih for Catering and Supplies (Jeddah)**

***Position*** [Senior Procurement Manager](http://michaelpage.ae/job-detail/senior-procurement-manager/ref/23756?utm_source=mandrill&utm_medium=email&utm_campaign=job+alert+email+mp)

***Period***  March 01, 2016 to June13, 2017

***Projects***  Catering for prisons and UAE air defense units

***Employer*** **SAUDI BIN LADEN GROUP (Jeddah)**

***Position*** Purchasing and Contracting (Procurement)

***Period***  March 10, 2008 to February 20 2016

***Projects***  Abraj Al Bait Project, Bus stations project

***Procurement Tasks:***

* Controlling the purchase and supply of all procured items & services.
* Working hard to reach resolutions and agreements with customers and suppliers.
* Negotiating and managing external and internal procurement and contracting arrangements.
* Identify procurement opportunities and ensuring these opportunities are evaluated and progressed.
* Clarifying goals with all interested parties.
* Evaluating the needs of customers and clients.
* Facilitating the re-negotiation of existing contracts.
* Managing invoices from generation to payment.
* Contributing to the business development of the company.
* Maintains office services by organizing office operations and procedures; preparing payroll; controlling correspondence; designing filing systems; reviewing and approving supply requisitions; assigning and monitoring clerical functions..
* Maintains office efficiency by planning and implementing office systems, layouts, and equipment procurement.
* Prepares action plans by individuals as well as by team for effective search of sales leads and prospects.
* Making sure that all procurement and contracting activities are carried out in accordance with legislation & company policy.
* Monitoring the performance of staff and holding appraisals.
* Supporting senior managers in the development of risk and policy documentation.
* Conducting investigations into any technical changes or contractual disputes.
* Define, maintain and improve the bid process of the Company.
* Managing contract staff.
* Monitoring contract budgets & forecasts.
* Providing expert advice to colleagues on any issues that may arise.
* Promoting equality of opportunity and diversity for all employees.
* Leading complex contractual negotiations.
* Making amendments to contractual documents.
* Overseeing and signing off the departmental invoices.
* Regularly monitoring the performance of contracted services to ensure services are effective.
* Interacting with guests regularly to gain feedback on quality & service effectiveness.
* Managing staff levels to ensure that key target marketing areas are always covered.
* Maintaining strong and cordial relationships with corporate level sales and marketing managers.
* Identifying and monitoring the performance of competitors in the market place.
* Providing excellent customer service to designated accounts.
* In the field generating sales on a daily basis.
* Other spends categories include: marketing, HR, professional services, catering, uniforms, facilities.

***Employer*** **Kabnory Auto (Alexandria)**

***Position*** Sales Manager

***Period***  March 11, 2004 – January 31, 2008

***Employer*** **Asala for Fin Food (Alexandria)**

***Position*** Sales Manager

***Period***  January 02, 2002 – February 27, 2004

***Employer*** **ALICO** for Life insurance **(Alexandria)**

***Position*** Sales Representative

***Period***  November 28, 2000– December 31, 2002

***Sales Tasks:***

* Develop a sales strategy to achieve organizational sales goals and revenues.
* Set individual sales targets with sales team.
* Delegate responsibility for customer accounts to sales personnel.
* Co-ordinate sales action plans for individual salespeople.
* Oversee the activities and performance of the sales team.
* Ensure sales team has the necessary resources to perform properly.
* Monitor the achievement of sales objectives by the sales team.
* Liaise with other company functions to ensure achievement of sales objectives.
* Evaluate performance of sales staff.
* Provide feedback, support and coaching to the sales team.
* Plan and direct sales team training.
* Assist with the development of sales presentations and proposals.
* Co-ordinate and monitor online sales activity.
* Investigate lost sales and customer accounts.
* Track, collate and interpret sales figures.
* Forecast annual, quarterly and monthly sales revenue.
* Generate timely sales reports.
* Develop pricing schedules and rates.
* Formulate sales policies and procedures.
* Help prepare budgets.
* Control expenses and monitor budgets.
* Maintain inventory control.
* Conduct market research and competitor and customer analysis.
* Analyze data to identify sales opportunities.
* Develop promotional ideas and material.
* Cultivate effective business relationships with executive decision makers in key accounts.

***Languages:***

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| --- | --- | --- | --- |
| ***Languages*** | ***Speaking*** | ***Writing*** | ***Reading*** |
| ***Arabic*** | Mother tongue |
| ***English*** | V Good | Excellent | Excellent |

***Computer Skills:***

* ***Computer & Network Assembly and Installation***

|  |  |  |
| --- | --- | --- |
| ***Type*** | ***Program*** | ***Skill level*** |
| ***Programs*** | MS-word / MS-excelMS-Power point / VisioPrimavera ExpeditionOracale (SQL) - UserFTPPCMSAP | Excellent ExcellentExcellentV GoodExcellent V GoodGood |
| ***Graphic Programs*** | adobe InDesign Adobe PhotoshopCorel Draw | ExcellentExcellentV Good |
| ***Networks*** | Software installation | Excellent |
| ***Apple Mac*** | Elnashir Elsahafi | V Good |

***Personal Data:***

***Nationality*** *Egyptian*

***Date of birth*** *Oct. 15th,‏ 1976*

***Marital Status*** *Married with three kids*

***Graduation*** *B. Sc. In Social Work 2000*

***Courses*** *Time Management
 Effective Professional Business writing
 Communication Skills*

***Hobbies:***

Reading .

Intelligence Games.

Swimming.

Writing Philosophical.

Helping others with personal concerns .

Meeting new friends.

Cooking.

Caring for children.

***Others:***

 ***Capable of Driving (Egyptian and Saudi driver's license)***

***Thank you for your time***