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This resume is represented for full time job consideration field of Procurement, Sales and marketing, supply chain other related fields where my educational background and technical skills can be utilized and built on.

EDUCATION BACK GROUND

- **Last school attended:**
Mustafa Kamal high school
- **Highest standard passed :**

Bachelor of Commerce, Foreign Trade Section, Helwan University Grade Fair (September, 2014)

Diploma of information system, Ain Shams university, Grade Very good (Jan, 2024)

WORK HISTORY

CURRENT/ RECENT EMPLOYER:



Company Name: The Egyptian Exchange
Job Title: Head of Procurement Department
Date employed from: 11/2019



Company Name: Clouds Integrated Solutions
Job Title: IT Business Development Specialist
Date employed from: 5/2019 till 11/2019



Company Name: Ministry of Military Production
(Information Systems and Computers Center)
Job Title: Purchasing Specialist
Date employed from: 8/2015 till 5/2019

Brief Description of duties:

- Identify Needs: Assess and determine the needs for goods, services, or works within the organization.
- Develop Procurement Plans: Create strategic procurement plans aligned with organizational goals.

- Conduct Market Research: Research and analyze supplier markets, trends, and pricing to make informed decisions.
- Prepare RFQs/RFPs: Draft and issue Request for Quotes (RFQs) or Requests for Proposals (RFPs) to potential suppliers.
- Solicit Bids: Invite and collect bids or proposals from suppliers.
- Evaluate Bids: Review and compare supplier proposals based on criteria such as cost, quality, and delivery.
- Negotiate Contracts: Negotiate terms and conditions, including price, delivery schedules, and payment terms with suppliers.
- Select Suppliers: Choose suppliers based on evaluation criteria and negotiation outcomes.
- Issue Purchase Orders: Create and manage purchase orders to formally request goods or services.
- Draft Contracts: Develop clear and comprehensive contract documents outlining terms and conditions.
- Review Contracts: Ensure contracts are legally sound and aligned with organizational requirements.
- Facilitate Contract Execution: Oversee the signing and formal acceptance of contracts by both parties.
- Manage Supplier Performance: Monitor and assess supplier performance to ensure adherence to contract terms.
- Handle Contract Amendments: Negotiate and manage changes or amendments to existing contracts.
- Resolve Disputes: Address and resolve any conflicts or issues that arise between the organization and suppliers.
- Maintain Records: Keep accurate and organized records of procurement activities and contracts.
- Track Expenditures: Monitor and control spending to stay within budget limits.
- Ensure Compliance: Ensure procurement activities comply with legal, regulatory, and organizational standards.
- Develop Supplier Relationships: Build and maintain positive relationships with suppliers for better cooperation.
- Conduct Supplier Audits: Perform audits to verify supplier compliance and performance.
- Manage Contract Renewals: Oversee the renewal process for contracts nearing expiration.

- Prepare Procurement Reports: Generate and present reports on procurement activities, savings, and performance.
- Support Strategic Sourcing: Implement strategic sourcing practices to enhance procurement efficiency.
- Monitor Market Trends: Stay informed about market trends and changes that could impact procurement strategies.
- Implement Procurement Policies: Develop and enforce procurement policies and procedures.
- Conduct Training: Provide training to staff on procurement processes and best practices.
- Ensure Ethical Practices: Promote and ensure ethical procurement practices and prevent conflicts of interest.
- Manage Supplier Risks: Identify and mitigate risks associated with supplier relationships and procurement.
- Evaluate Procurement Processes: Assess and improve procurement processes for efficiency and effectiveness.
- Support Budget Planning: Assist in budget planning and forecasting for procurement needs.
- Handle Vendor Invoices: Review and process vendor invoices for payment according to contract terms.
- Negotiate with Stakeholders: Collaborate with internal stakeholders to align procurement activities with their needs.
- Ensure Quality Control: Implement quality control measures to ensure the received goods or services meet required standards.
- Manage Logistics: Oversee logistics related to the delivery and receipt of procured items.
- Analyze Procurement Data: Analyze procurement data to identify trends and opportunities for improvement.
- Facilitate Supplier Integration: Integrate new suppliers into existing systems and processes.
- Develop Contract Templates: Create standard contract templates for recurring procurement needs.
- Support Contract Closeout: Manage the closeout process for completed contracts, ensuring all obligations are met.
- Conduct Risk Assessments: Perform risk assessments to anticipate potential issues in procurement and contract management.

- **Maintain Supplier Database:** Update and manage the database of approved suppliers.
- **Implement Best Practices:** Apply industry best practices to enhance procurement and contract management.
- **Coordinate with Legal Teams:** Work with legal teams to ensure all contracts comply with relevant laws and regulations.
- **Monitor Contract Milestones:** Track and manage key milestones and deadlines within contracts.
- **Provide Customer Service:** Address any inquiries or concerns from internal customers regarding procurement processes.
- **Evaluate Contract Performance:** Assess the effectiveness and performance of contracts and suppliers.
- **Implement Technology Solutions:** Utilize procurement and contract management software to streamline processes.
- **Facilitate Communication:** Ensure clear communication between internal teams and external suppliers.
- **Support Organizational Goals:** Align procurement strategies and practices with the organization's overall objectives.
- **Prepare for Audits:** Prepare for internal and external audits related to procurement and contracts.
- **Drive Continuous Improvement:** Identify and implement continuous improvement initiatives to enhance procurement and contract management practices.

CURRENT AND PREVIOUS COURSES

- Advanced Courses in Computer Science
- Advanced English Courses Writing and speaking
- Advanced Sales & Marketing Courses & Procurement
- Obtained a training course in government procurement and contract management from the Ministry of Finance

SPECIAL SKILLS

- **Computer skills :**
- **Operating Systems:** Excellent in using Windows
- **Microsoft Office:** Extensive knowledge of Word, Outlook Express, Excel, and Internet navigation
- **Database Management:** Proficient in database management systems, including SQL and Access
- **Programming:** Experienced in programming languages such as Python, Java, and C++

- **Language skills :**

Native language: Arabic.

Foreign language: Very Good command in both spoken & written English

- **Practical Skills:**

- Good Communication skills.
- Deep interest to learn & get trained.
- Reliable & self-confident, active, very dynamic, bilingual, eager to learn.

PERSONAL DATA

Date of Birth: 15/01/1992.

Military status: Completely Exempted.

Nationality: Egyptian.

Interests: Reading, Basket Ball, Running, Football