

Hazem Ahmed Elhamalawy

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🚗 Valid Saudi Driving License

Profile

Experienced **Procurement & Purchasing Specialist** with over 6 years of experience across procurement operations, supplier management, and direct sales. Currently overseeing procurement activities for **4 major projects** in Riyadh and Jizan within the municipal and facilities maintenance sector. Proficient in ERP systems, vendor negotiations, price analysis, and stock monitoring. Proven ability to source high-quality materials at competitive prices, reduce costs, and ensure timely delivery for mission-critical operations. Seeking to contribute to a forward-thinking organization where I can apply my market knowledge and operational expertise to drive efficiency and value.

Professional Experience

Procurement Specialist

January 2024 – Present

Twaik Holding Group

Riyadh, Saudi Arabia

- Handle full-cycle procurement operations across **4 active projects** (3 in Riyadh, 1 in Jizan), supporting sectors like **automotive spare parts, building maintenance, and worker camp services**.
- Execute direct purchasing operations and negotiate deals with local suppliers to ensure best price and quality.
- Utilize the **ERP system** to issue and track purchase orders, monitor approvals, and follow up on deliveries.
- Conduct **market research and price analysis** between agency suppliers and retail shops to ensure cost-efficiency.
- Identify and qualify **new suppliers** with better pricing and product quality to improve procurement performance.
- Monitor and manage stock levels to avoid shortages and ensure timely restocking across all project locations.
- Lead the procurement process for spare parts, building materials, and maintenance tools to support municipal cleaning and housing operations.
- Regularly compare supplier quotations and assess market trends to support decision-making.

Sales Specialist

January 2022 – December 2023

Al-Najm Al-Samawi Pest Control Company

Al Madinah, Saudi Arabia

- Developed and closed new sales opportunities to meet revenue targets.
- Built long-term client relationships and handled key accounts.
- Participated in exhibitions and trade shows to promote services.
- Conducted market analysis to tailor offerings to customer needs.
- Provided post-sale support to ensure client retention and satisfaction.
- Coordinated with internal teams to align on campaigns and lead generation.

Sales Specialist

January 2020 – December 2021 | Egypt

El Badr Company

- Identified and pursued new sales leads in the retail sector.
- Generated outdoor visits and fieldwork to attract clients.
- Achieved KPIs related to conversions, outreach, and repeat business.
- Supported sales campaigns with promotional materials.
- Reported on weekly activity and sales performance.

Marketing & Sales Executive

2014 – 2020 | Egypt

Benchmark Company for Organizing Events

- Managed brand activations, roadshows, and client events across Egypt.
- Coordinated BTL/ATL campaigns and promotional strategies.
- Built a portfolio of key accounts with corporate and retail clients.
 - Delivered on-ground presence for brand awareness in malls and public venues.
 - Collaborated with vendors, suppliers, and creative teams.
 - Prepared sales reports, client feedback summaries, and campaign insights.

Education

Bachelor's Degree in Tourism and Hotels

2016 – 2020 | Alexandria, Egypt

Higher Institute of Tourism and Hotels

Grade: Good

Skills

- Procurement & Purchasing
- Sales & Negotiation
- Vendor Management
- Supply Chain Coordination
- Microsoft Office (Excel – Word – PowerPoint)
- Excellent Communication & Problem Solving
- Teamwork & Multitasking

Languages

Arabic — Native/Bilingual

English — Conversational

Certificates

Amadeus: Basic Airline Ticket Booking System