

Mohamed Mokhtar Sayed Ali

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Education:

Bachelor of business administration 2012—2016

Business Administration (Very Good grade)

Higher technology Institute at 10th of Ramadan

Experience:

- **Foreign purchasing Supervisor at New Egypt Gold (From January 2024 till Now)**

Duties:

- Planning and managing the optimization of procurement of imported raw materials.
- Managing supplier relationships, that ensure timely and accurate delivery of required items to divisions and departments.
- following the purchasing cycle between inventory, planning and RCD (technical)
- Responsible for shipping and following up on their customs clearance.
- Excellent command of Egyptian Nafeza and ACID.
- Coordinate and follow the customs clearance process.
- Responsible for the preparation and processing of purchase orders.
- Monitor and coordinate deliveries of items with suppliers and clearance agents to ensure delivery on time.
- Source and negotiate the best purchase package in terms of price, term, delivery and service with current and new suppliers.

- **Senior Foreign purchasing specialist at New Egypt Gold (From August 2020 to October 2021)**

Duties:

- Planning and managing the optimization of procurement of imported raw materials.
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- **Foreign purchasing specialist at New Egypt Gold (From October 2021 to December 2023)**

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- Responsible for shipping and following up on their customs clearance.
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- **Customs clearance specialist at New Egypt Gold**
(From March 2018 to August 2020)

Duties

- A customs officer examines your customs paperwork. These documents must be accurate and complete, specifically the shipping label and commercial invoice.
- Import duties and taxes are assessed using the customs paperwork.
- Customs requests payment for taxes and duties, if applicable.
- Your shipment clears customs once all duties are paid.
- When shipments arrive at a port of entry in the United States, they are subject to inspection by U.S. Customs and Border Protection (CBP). During this process, officers from the government agency, CBP, inspect the documents associated with the shipment to ensure that all required information is present and accurate.
- Shipment is released once the inspection is complete and all taxes and duties are paid.

Skills

- Customs Clearance
- Supplier negotiation
- Global sourcing
- Supply chain operations
- Export
- Import logistics

Courses

- Microsoft ICDL at Higher Technology Institute Word, Excel, Access, PowerPoint, Outlook.
- English course general and conversation at BUE.
- Customs clearance course at Ministry of Finance.
- Certified International Procurement Manager (CIPM)

English: (very good)

Interested: Logistics and Supply chain management