

Ahmed Salah Amin Sayed

(Senior Procurement Specialist)

Personal Information

Address : Shebin El Qanatir, Cairo, Egypt

Mobile : 01117220147 - 01033363670

Date of Birth : Mar 3, 1991.

Marital Status : Married .

Military : Completed military service.

Email: ahmsalah991@gmail.com

Career Objective

Seeking a challenging position at accounting and supply chain field to utilize my education background and to gain experience.

Education and Training

Bachelor of commerce Ain shams university, Pass Grade in year 2013.

Experience

- **Senior Procurement Specialist & Warehouse in creative closets in Egypt from October 2017 until now.**

Work on coordination between the management of production and stores and purchase the necessary requirements for them while working to find the best price for high quality.

Coordinate with suppliers to obtain purchases without delay on production and warehouses

Conducting a periodic inventory of warehouses, holding warehouse records, monitoring storage works, issuing storage decisions and integrity of the warehouse system.

1. Bring the most appropriate price offers
2. Action price comparison table
3. Obtain the necessary technical approvals
4. Negotiating suppliers
5. Supply Order
6. Follow up the execution of the order of supply and delivery to stores.
7. Follow-up of the markets because of the product updates and the dispatch to the technical authority

- **Accountant at El-Dawood company (Saudi-Arabia) from February 2016 to August2017**

Who is responsible for sales, stocks, stores, and employees.

Personal Skills

- Ability to motivate and influence People.
- Organizing, Planing, and problem solving.
- Working under pressure.
- Ability to work as a part of team.
- Ability to be a fast learner.

Skills

Microsoft office package (ICDL) holder.

Languages

Arabic: Mother Tongue.

English: Very good.

Interests

Reading
Surfing the internet
Playing Football
Listen to music
Travelling.