

Mohamed Abdelrahman Hafez

Procurement and Contract Manager

CONTACT

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Feb 1, 2024

HR MANAGER

Procurement and Contract Manager

Dears

Your advertisement for a Procurement and Contract Manager caught my eye, and as I appear to be a perfect match for this position I am eagerly applying for the vacancy.

As an accomplished Procurement and Material Manager with over 20 years' experience in the field of Supply Chain Management, I am well positioned to join your company and make an immediate positive impression. My key areas of expertise include, but are not limited to the following;

A solid background in Projects material planning, and supply chain planning

Possessing a convincing track record of local and international suppliers for all kind of materials

Having a well-deserved reputation for Negotiating prices/payment terms agreement and Tracking material delivery

I believe that my skills, experience, and reputation for excellence can greatly enhance your company's already impressive performance.

I have a proven track record of responsibility, integrity and commitment to company objectives. I am comfortable working independently or as part of a team, and I firmly believe that your needs and my skills are an excellent match. In addition to all of this I possess impeccable personal and work references which I can present to you when we meet.

Thank you for taking the time to consider my application. I look forward to calling you in a few days' time to arrange an interview at a mutually convenient time.

Yours sincerely

Mohamed Hafez



Attachment: My Resume



Mohamed Abdelrahman Hafez Mohamed

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Career Objectives

A procurement and contract Manager delivering results against strategic objectives, whilst working within the organizations core values and beliefs in a track record of significantly within related budget within certain times and also improving a company processes and corporate Procurement programs; providing ability to ensure a competitive edge by securing the best quality, price and terms from suppliers; Results driven and able to use initiative to develop effective solutions to supply chain problems, negotiating, analyzing, with Financial Analysis Skills, drafting/revising contracts with legal compliance negotiation, and relationship management ,monitoring sub-contractors, planning critical dates, or organizing labor supported with value engineering skills.

Now looking for a new challenging managerial position, one that will make best use of existing abilities and knowledge experience and also further my career and professional development.

Experience

KAYAN HORIZON, Riyadh-KSA

AUGUST 2023 – TILL NOW

Procurement Director

Responsibilities

- Developing procurement strategies that are inventive and cost-effective and Building and maintaining long-term relationships with vendors and suppliers; Planned activities to streamline procurement with other functional areas to grow the business under strong competition.
- Sourcing and engaging reliable suppliers and vendors Overseeing and managing the PO systems that track shipments, inventory, and the supply of goods.
- Approving purchase orders / contract agreement and organizing and confirming delivery of goods and services to coordinate all procurement operations, develop procurement policies, and improve company contracts.
- Following up PQD and MS with consultant till get clear approvals
- Reviewing existing contracts with suppliers and vendors to ensure on-going feasibility and negotiating with suppliers and vendors to secure advantageous terms.
- Performing risk assessments on potential contracts and agreements and Preparing procurement reports and report key functional metrics to reduce expenses and improve effectiveness.
- Act as a point of contact between the company and suppliers; Monitor and update relevant departments (legal, finance, ...etc.) to ensure contract terms are favorable to the company.

Achievement

- CLASTER 03 Infra structure - SINDALAH ISLAND – NEOM
- CLASTER 04 Infra structure - SINDALAH ISLAND – NEOM

MOBCO Group, Riyadh-KSA

NOVEMBER 2020 - MAY 2023

Procurement Director

Responsibilities

- Developing procurement strategies that are inventive and cost-effective and Building and maintaining long-term relationships with vendors and suppliers; Planned activities to streamline

procurement with other functional areas to grow the business under strong competition achieving YoY growth of 31%.

- Sourcing and engaging reliable suppliers and vendors Overseeing and managing the ERP systems that track shipments, inventory, and the supply of goods resulted in department productivity increase by 27.5%.
- Approving purchase orders / contract agreement and organizing and confirming delivery of goods and services by Led a 150 -man team including 20 direct reports to coordinate all procurement operations, develop procurement policies, and improve company contracts and ERP tools.
- Reviewing existing contracts with suppliers and vendors to ensure on-going feasibility and negotiating with suppliers and vendors to secure advantageous terms.
- Performing risk assessments on potential contracts and agreements and Preparing procurement reports and report key functional metrics to reduce expenses and improve effectiveness.
- Act as a point of contact between the company and suppliers; Monitor and update relevant departments (legal, finance, ...etc.) to ensure contract terms are favorable to the company.

Achievement

- **ASSAFFIA MUSEUM - Medinah KSA- SAMAYA Investment - (110M SAR)**
- **Construction Village CV25 - NEOM AREA - (1200 M SAR)**
- **DB Logistics Park Trucks Service Station - NEOM AREA - (150M SAR)**
- **UTILITIES SINDALAH Island P2A - NEOM - (100M SAR)**
- **Open Frame Infra-structure - (15 WO) - NEOM - (980M SAR)**

ABV ROCK GROUP, Riyadh-KSA

MAY 2016 - OCTOBER 2020

Procurement Manager

Responsibilities

- Responsible for supply chain management and its related development supporting ERP programs and ordering systems.
- Develop the supply chain management procedure matching with company strategy and Perform supply chain risk management.
- Member of Committee headed by owner representative responsible for Assets Management of four companies (ABV Rock Group Ltd., ABV Rock KB Co., AJECT and Metal services Co.)
- Running company Stores management, logistics with stores superintended achieving maximum benefits and cost saving.
- Helping top management for final decision about the investment final decisions and Supporting Plant & Service department for final decisions about equipment and Vehicles investment and scrapping.
- Preparing material plane functional with supply chain management and materials tracking schedule (MTS).
- Leading a team of engineers and Purchasers to finalize the project packages, negotiate the price and agreed payment terms with tenderers.
- Finalize the contract agreement and issuing the PO's and tenderers evaluations site feedback.

Achievement

- **KAP2C-2 - Ministry Of Interior MOI - (2420M SAR)**
- **Border Houses SBH/EBH - Ministry of Interior MOI - (5000M SAR)**

EL-SEIF Engineering Contracting, Riyadh-KSA

NOVEMBER 2011 - MAY 2016

MATERIAL MANAGER

Responsibilities

- Preparing material plane functional with supply chain management and materials tracking schedule (MTS).
- Awarded Packages to engineering staff and approve the tenderers short list, negotiate the price and agreed payment terms
- Tracking material manufacture, delivery, clearance and tenderers evaluations site feed back
- Prepare tenderers short list, expedite quotations, negotiate the price and agreed payment terms.
- Issuing PMA and tracking materials for manufacture, delivery, clearance and evaluate tenderers form site feedback.

Achievement

- **KAFD Projects (SAMBA TOWER - Car Parking buildings A, B, D - Tunnels /bridges and conference building) - OMRANIYAH - (1400M SAR)**
- **Five Stars TABUK Hotel -Higher Education Fond - (350M SAR)**
- **KAP2C-2 - Ministry Of Interior MOI - (2400M SAR)**

DHABI Contracting Company DCC, Dubai-UAE

OCTOBER 2007 - OCTOBER 2011

Senior Material Engineer

Responsibilities

- Preparing Study all projects documents (B.O.Q.) & drawings & project specifications and contract conditions and preparing material plane completing
- Prepare documents (packages) for the suitable trades for procurement issue.
- Material compliance between project specification and trades specifications and prepare comparison sheet for all trades and negotiate the price and agreed payment terms
- Issuing PMA and tracking materials for manufacture, delivery, clearance and evaluate tenderers form site feedback.

achievement

- **AL-QUSAIS & Rel. Facilities-Dubai Metro - Dubai, UAE, (500M DHS.)**
- **SAADYAT Beach Apartment - Abu Dhabi, UAE (870M DHS)**
- **ADNEC Tower - Ministry Of Finance - Abu Dhabi, UAE (200M DHS)**
- **INTERNATIONAL CITY (#11Italy & #8 England), I&T Holding, Dubai, UAE (800M DHS)**
- **MALL OF ARABIA on City Of Arabia, I&T Holding, Dubai- UAE (2100M DHS)**

DETAC, NAP Contracting and AGYAD L.L.C.

JUNE 2004 - SEPTEMBER 2007

Senior Site Engineer

Responsibilities

- Resolving technical issues with employer's representatives, suppliers, subcontractors and statutory authorities
- Setting out the works in accordance with the drawings and specification and with the project plan regarding construction program
- Observance of safety requirements
- Quality control in accordance with CSIs/procedures method statements, quality plans and inspection and test plans and Preparing record drawings, technical reports, site diary.

Achievements

- **VODAFON central signal strength - Beni Souwaif (16M EGP)**
- **AL-NAHDA university - faculty of pharmacy - (22M EGP)**
- **Residential buildings - 6 October city - (12M EGP)**

Education

HILWAN UNIVERISTY

MAY 2014

Master of engineering

Material Management on Construction Projects

CAIRO UNIVERISTY

MAY, 2004

Bachelor of enginnering

CIVIL and Construction

Skills

General:

- Perfect achieving goals.
- Perfect project management and management crises.
- Perfect team leading.
- Perfect working under stress.
- Perfect in communication skills.

Techniques:

- Negotiation and Vendor Analysis
- Account Management.
- Inventory Management.
- Data Analysis and Bid coordination.
- Strategic Planning.

Tools and Frameworks:

- AutoCAD
- ERP.
- DCM/PCM.
- MS Office.

Courses

COURSES Acheivements

2005 - 2023

FIDIC, Supply Chain, Language, Business and Mangement

- FIDIC CERTIFIED ADJUDICATOR PREPARATION
ACA, 2023
- CLAC 30 & CLAC 40 course- EMEND- Cairo, Egypt
Certified, 2022
- APICS, CSCP course ONLINE- AMMAN, Jordan
Certified, 2019
- EIN SHAMS University, English course, Riyadh- KSA
Test of English as a Foreign Language (TOEFL), 2015
- Effective enterprise manager PMI (E.E. Manager), Project Management
Professional PMP, 2011.
- International Arab Academy of Training and Development (IAATD),
Diploma of Business Administration (DBA), 2010.
- Cairo University faculty of Commerce, EGYPT
RCSC Centre (Art of Dealing with People, 2002).
- Cairo University faculty of Engineering, EGYPT
Level one primavera P3, 2005
- Coptic Orthodox Diocese of BENI SUEF, EGYPT
Cambridge interchange book 2B (level 6), 2007