



# Abdelrahman Elsayed Abdelsalam

## EDUCATION

- BSc of Commerce – Zagazig University
- Major : Accounting - Graduation Year : 2016

## WORK EXPERIENCE

- Procurement Manager (Care Service) at MFO Co.  
Multinational Force & Observers (South Sinai camp)

(2021 – present)

- Following up the purchasing orders Tracking them and making requested purchasing operations and procedures.
- Managing all banks procedures and negotiating with the suppliers on price terms of products.
- Interact with suppliers daily to resolve transaction issues and gather critical information invoices, tracking info, tax docs. etc.
- Responsible for appropriate supplier selection/bidding processes for selected purchase requests, and supplier and contract pricing validation for all purchase requests under category management responsibility.
- Responsible for managing projects to improve procurement processes.
- Responsible for supplier communication to resolve transaction issues.
- Responsible for resolving invoice price and terms discrepancies.

- FX's Warehouse supervisor (Care Service) at MFO Co.

(2018 – 2021)

- Owns and oversee he warehouse functions including receiving, issuing, labeling, barcoding, shipping, cycle
- counting and inventory control and reports.
- Managing a team of 4 – 6 co-workers conducting performance, coaching, delegating responsibilities.
- Supervises the administrative staff including scheduling, training, monitoring, apprising job results and

- Stock keeper at Pharma Swede-Egypt

(2021 – 2022)

- Maintaining receipts, records, and withdrawals of the stockroom.
- Receive, unload, pricing, barcoding, packing, labeling and shelving supplies.
- Maintain inventory control and ensure correct record keeping and manage documentation to confirm proper stock level.

## PROFESSIONAL SKILLS

- Negotiate and communicate with merchants in professional
- Perform administrative tasks and manage multiple tasks in a fast-paced environment
- Recognize potential problems and find a solution to them
- Establish professional relationships with merchants

## CONTACT



+201144019048



+201063287748



Cpsfxacc1@mfo.org



23 March, 1994



10<sup>th</sup> of Ramadan, Sharkia, Egypt



Nationality: Egyptian



Private Driving license

## CAREER SUMMARY

*Results-oriented Procurement Manager with more than 3 years of experiences, track record of implementing strategic procurement policies and procedures that drive cost savings and efficiency.*

## LANGUAGES

- Arabic : Mother Tongue
- English: Good (Speak & Write)

## CORE SKILLS

- Strategic sourcing
- Contract negotiation
- Cost reduction strategies
- Project management
- Financial acumen
- Supply chain management
- Quality assurance
- Compliance management