



SHAIMAA KHALEJI

Purchasing Accountant
Procurement Specialist

CONTACT

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Egypt, suez

EDUCATION

Doctorate in Business
Administration – Arab Academy for
Science, Technology & Maritime
Transport (2022).
Master's in Business Administration
(Accounting & Auditing) – Cairo
University.
Bachelor's in Accounting – Cairo
University.

CORE SKILLS

Procurement & Contract Management.
ERP Procurement Systems.
Supplier Negotiation.
Tender & Bidding Management.
Financial & Performance Analysis.
Government Procurement.

CERTIFICATIONS & TRAINING

Excel & Word Training – Ministry of
Transport, Egypt (2015)

LANGUAGE

Arabic: 100%

PROFESSIONAL SUMMARY

Experienced Purchasing Accountant with 27+ years in government procurement, contract management, and tenders. Specialized in ERP procurement systems, supplier negotiations, and strategic planning. Holds a Doctorate in Business Administration focused on strategic management for seaports. Seeking a role to optimize procurement efficiency and enhance financial systems.

PROFESSIONAL EXPERIENCE

Purchasing Accountant | Ministry of Transport – Egypt
1996 – Present | Suez, Egypt
Managed government procurement tenders & contracts for international and local suppliers.
Led supplier negotiations to optimize procurement costs and ensure compliance.
Supervised bidding processes, tenders, and direct purchase offers.
Prepared financial reports, feasibility studies, and procurement performance analyses.
Implemented ERP procurement systems to enhance efficiency and transparency.
Ensured procurement processes aligned with government policies.

CAREER OBJECTIVE

Seeking a Purchasing Accountant role to utilize my expertise in procurement, financial management, and strategic planning. Passionate about optimizing government procurement processes and supplier relationships to enhance operational efficiency.