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Mohamed Shalaby obya

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| Objective |  | Providing outstanding customer service and cost control. Detail-oriented, Processes a high volume of purchase orders with a commitment to accuracy. Positive, Creative, focused on bottom-line results and dealing with multi-tasks. |
| Skills & AbilitiesWork at….. |  | * Good industrial knowledge
* Very good in computers
* Excellent negotiation skills
* Strong networking skills
* An expert in market-research

***Ceif Account at Semco Construction…El Ainelsokhna*** from 9/2014up tell now |
| Professional Background |  | Managing Director in Ramadan hospitalFrom8/2011 to9/2014Purchasing Manager, Grand Hotel – Sharm El SheikhAug 2010- May 2011* Corporate of Purchasing with negotiations for goods and services.
* Assisting in establishing Purchasing Policies and ensuring compliance.
* Trace the arrivals from Purchase Orders.
* Work with Quality Control department to ensure timely release of ingredients.

AssistantPurchasing Manager, Siva Grand Beach-HurghadaJan 2010-Aug 2010* Direct and supervised the activities of purchasing/expediting team (successfully mentored associate team member).
* Control annual departmental purchasing budget and inventory holding.
* Introducing value adding changes within department.
* Negotiating drafted and implemented major Supply Agreements.
* Monthly management reporting.

Purchasing Supervisor, Grand Hotel, HurghadaDec 2008-Dec 2009* Compute all purchase orders for multiple manufacturing facilities.
* Prepare and submit quotes to customers and provided them with status of orders as needed.
* Prepare and issue purchase orders using automated accounting package.
* Negotiate pricing and credit terms with existing and new vendors.

Purchasing Clerk ,Grand Hotel, HurghadaSept 2006 -Dec 2008* Maintaining records of materials, prices, inventories and deliveries,
* Using these records to compare prices, specifications and delivery dates so that my
* hotel can save money by choosing the supplier that provides the greatest value.

**12 years' experience aria sales manager in different company**  |
| Education |  | Technical Commercial Institute , Finance department, 1994 |
| CORE Strengths |  |

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| --- | --- |
| * Customer Service
 | * Policies & Procedures
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| * Vendor Management
 | * Cost Reduction
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| I.T Knowledge |  | Expertise in using Microsoft Tools namely Word, Excel, WordPerfect. |
| Technical Skills |  | * Training Skills
* Communication Skills
* Customer Service
* Administration- Leadership
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| Languages |  | * Arabic – Mother Tongue.
* English – Very good
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| References |  | REFERENCES FURNISHED UPON REQUEST |