**CURRICULUM VITAE**

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**CAREER OBJECTIVE:**

Seeking an opportunity to work in the position of Procurement Specialist to use my educational qualification and experience with sincerity and dedication to achieve success in my career and for the benefit of the company overall progress and prosperity.

**SUMMARY:**

* The Procurement Specialist is responsible for identifying and evaluating suppliers, negotiating terms and conditions favorable to improved bility to take quick decisions.
* Flexible attitude and good at meeting deadlines.
* Good at communication and able to handle a whole range of suppliers, employees and staff members.
* Strong computational, analytical & problem solving skills with motivation to learn new concepts.
* Strong personal computer and business solutions software skills.
* Ability to handle multiple tasks simultaneously and switch between tasks quickly.

**EMPLOYMENT EXPERIENCE IN SAUDI ARABIA**

**Company : Zahran Operations & Maintenance co.**

**Designation : Procurement Specialist**

**Duration : 27th October 2013 to Till date.**

**DUTIES AND RESPONSIBILITIES:**

* Receiving Material Request from site and registering in the logs as per the discipline (Electrical/Mechanical)
* Preparing RFQ's and forwarding it to relevant suppliers / agents to obtain Quotations.
* Receiving 3 Quotations from the different suppliers and preparing Comparison Sheets for review and approval of the management.
* Preparing Purchase Order
* Liaison with suppliers and follow-up for timely receipt of materials.
* Maintaining records / database of various categories of approved suppliers.
* Preparation of Comparative Statement of Quotes. Interfaces with Product Line Planning Manager to plan and prioritize purchasing activities.
* Reviews planned orders, creates requisitions for purchased items, and manages approval process
* Preparing the Credit facility & get the approval from the top managements as soon as possible
* Transfer purchase order and supporting documents to the budgeting department after the approval (i.e it in budget or not).
* If once got the approval then the P.O should be released but the Credit. facility, Delivery & payment Terms Should be in the favor of the company
* The Purchase Order (P.O. Log should be regularly updated every End of the week. & the updates should be given to the Site, Procurement team & Project manager.
* Tracks order acknowledgement, prepares and communicates shortage and backlog reports, and provides visibility of potential interruptions to internal customers.
* Tracks orders and confirms system lead times, delivery dates, and costs.
* Reviews, updates, and maintains purchase orders until they are closed.
* Leads finance and logistics staff in resolving reception and invoice discrepancies.
* Identifies opportunities and implements actions to achieve efficiencies.
* Procurement of all kind of material (Civil, Mechanical, & Electrical).
* Material Management. Planning for daily consumables material for next one month. Billing status. Making the comparative statement.
* Ensure the quality & quantity of material purchase at site.
* Creating different reports as required by Management.
* Negotiating with the vendors for Rate, Delivery and Payment Terms.
* Expediting with vendors.
* New Vendor Development
* Searching for Good & highest quantity with lowest prices.
* Budgeting, Monthly Budget is prepared as per the requirement of Project (At Site).

**EMPLOYMENT EXPERIENCE IN SAUDI ARABIA**

**Company : El-Concorde Saudi Constructions Ltd.**

**Designation : Purchasing Specialist**

**Duration : 17th June 2010 to 1th JANUARY 2013.**

**EMPLOYMENT HISTORY IN EGYPT:**

**Company : Assam Tea Company**

**Designation : Procurement Specialist**

**Duration : 2 Year**

**ACADEMIC QUALIFICATION:**

**Qualification : BACHELOR OF PHYSICAL EDUCATION**

**Institution : MANSORA University, DAKAHLIA / EGYPT.**

**Completed : May 2004**

**Qualification : Bachelor of PHYSICAL EDUCATION (B.Sc.)**

**Institution : MANSORA University, DAKAHLIA / EGYPT.**

**Completed : MAY 2004**

**TECHNICAL PROFESSIONAL SKILLS:**

**Office Automation : MS-Word, MS-Excel, MS- Access and MS-Power Point.**

**Operating Systems :**  **Windows XP, Windows7.**

**PERSONAL PROFILE:**

**Name : WAEL RASHAD KUTB ALI AGOURA**

**Date of Birth : 16/04/1980**

**Nationality : EGYPTIAN**

**Sex : Male**

**Marital Status : married**

**Iqama Status : NON -Transferable**

**Driving License : Valid EGYPT &SAUDIA Driving License**