

## **Mohamed Hanafy Elkholy**

Address: Nasr City, Cairo

Phone: +20(120) 045 55 51

Email: [tokholy@hotmail.com](mailto:tokholy@hotmail.com)

Linked In: <https://www.linkedin.com/in/muhammad-elkholy-04872b176/>

## **SUMMARY**

---

Experienced Procurement Manager with more than 10 years of experience. Who handled diverse types of complex projects industrial fields.

Assertive and creative professional, with extensive knowledge in Material Control, Cost Control, Cost Estimation and Quantity Surveying.

## **Education**

---

Graduated from Faculty of Computers and Artificial Intelligence  
Cairo University Patch 1999

## **Work Experience**

---

### **1- WATER AND WASTE WATER COMPANY IN CAIRO**

- Customer Service supervisor
- From July 2010 till present
- Job description:
  - Supervise the plane of reduction of the maximum procedural cycle
  - Supervising the implementation of code meter system and follow up with the customer for their feedback.
  - Guide teammates through various commercial problems
  - Monitor the implementation of higher management vision and new strategy

### **Egyptian Company for Plastic Industry ELSEWEDY EGYPLAST**

- Local Purchasing Manager
- From August 2000 to July 2010
- Job description:
  - Monitoring market prices for raw materials.  
Receiving raw materials and spare parts requisitions received from planning and technical as well electrical department.
  - Requesting quotations from approved supplier list.
  - Analyses all received quotations from suppliers and select best of them according to reasonable price and payment term also quality preferred as well best delivery date with purchasing manager.
  - Issuing purchase orders for quotations that we agreed with purchasing manager.
  - Handling payment term procedures for each purchase order by coordinating with treasury department if Documentary credit or Cash against documents /avalized draft /open term.
  - Following up orders till it received by our warehouses.

#### Additional Tasks:

- Purchase required machinery and laboratory equipments.
- Issuing and updating tracking sheet for each requisition to ease following up orders.
- Issuing monthly and annual and half annual reports as price variance flow chart throughout the year for each category of raw materials also all purchased quantities and amounts for each category flow chart.
- Working on oracle application.
- Applying ISO 9001 purchasing procedures.
- Obtaining REACH (Registration, Evaluation, Authorization and restriction of chemical substances) for most approved raw materials.
- Searching for new suppliers materials requested by purchasing manager as well research and development department for new project or regarding already used raw material to improve our supplier list

### **Skills**

---

- leadership Skills
- Team working
- interpersonal skills
- Innovative Thinking
- Analytical thinking
- Negotiation Skills
- Tenacity
- Business Planning

### **Courses**

---

- Training at stationery: World Company for Marketing and Distribution.
- English course at military languages institute (reached level 8)
- English course at CONCEPT TRAINING CENTR (reached level 17).
- ICDL (international computer driving license).

### **Personal Details**

---

Date of Birth: 14.07.1979  
Marital Status: Married  
Military status: Completed  
Hold Driving License

Certificates and references can be furnished upon request