

# Said Mahmoud Saleh Ismaeil

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## PERSONAL DATA

**Date Of Birth** :22-7-1991  
**Nationality** : Egyptian.  
**Marital Status** : Married  
**Military status** : exemption  
**Graduation year** 2012  
**Experience years** : From Jul. 2012

## EDUCATION

(Suez Institute for Information Systems Managements)

- Faculty of commerce ,InformationSystems Managements Dept .
- Grade : Good : “Percentage :70.5 %”.

## WORK EXPERIENCE

- Muyang Steel Silo FAMSUN : Senior purchasing Specialist From April 2023 till now
- Muyang Steel Silo FAMSUN : Purchasing Specialist From April 2019 to 2023.
- SAVOLA EGYPT AFIA : Warehouse Supervisor From Oct 2015 till April 2019
- Suez Gulf Power From Jan 2014 till Oct 2014
- Saint-Gobain From Dec 2012 till Sep.2013
- Two months training in Suez steel company

### Job Descriptions

- ( Senior Spare Parts and Workshop tools and raw materials Specialist)  
Handling all requests and start quotations, make a comparison, choose the best price, get approval from the purchasing head, make contract, follow up the order till arrive, check the payment of the order and settle the order on our system after checking with the warehouse.
- Analyze the market for potential new suppliers.
- Manage the RFQs (Request for quotations) to suppliers.
- Negotiate prices and conditions with Suppliers.
- Prepare and manage the 12 Month Cost saving Activity Plan.
- Prepare and present Sourcing Boards.
- Continuous market analyses to search of new potential suppliers.
- Develop and maintain a strong and reliable supplier's base.
- Support Plant Procurement Manager in his/her tasks and objectives.
- Ensure an up to date administration of documentation, databases and required reporting.
- Provide the organization information to\from suppliers.
- Day-to-day liaising and support of Supply Chain, Quality, R&D, Operations and other functions in relation to their respective tasks.

- **Manage the stock control activities against the required deliveries ,shortage in material , physical stock counting , material expiry follow up , material transfer plan and allocated of imported materials and making sure that stock control system are up to date and inventories are accurate and ensure FIFO system.**

## **COMPUTER SKILLS**

- **Have good ability in searching & finding information on the internet.**
- **Also able to work well on office group.**
- **1.Computer Skills :**
- **Excellent Knowledge of word .**
- **Very Good Knowledge of access , power point , excel and using internet . (ICDL)**
- **2. (CCNA) Cisco Certified Network Associate**
- **Work on the (Oracle) program and (SAP)**

## **LANGUAGE**

- **Native Language : Arabic .**
- **Good command of both written and spoken English.**