

## **HAZEM ISLAM**

**Abu Dhabi, United Arab Emirates**

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### **Objectives: -**

**A challenging career in a dynamic and progressive organization, to utilize and enhance my qualifications, skills, and abilities to benefit the organization and myself.**

### **Educational Qualifications:**

**Graduate in Bachelor of Arts from Al Mansoura University, Mansoura Egypt, from (1998 – 2001).**

### **Professional Experience:**

**1. ELMACS Co. LLC**

**(Electromechanical and Air Conditioning Systems)**

**/ Abu-Dhabi/UAE**

**Purchasing Manager**

**September 2008 – till June 2021**

- ✚ Controlling the purchase and supply of all procured items & services.**
- ✚ Making inquiry for job in hand project.**
- ✚ Negotiating price and terms of products with suppliers.**
- ✚ Managing, developing & improving the purchasing team.**
- ✚ Establishing terms, pricing, quality requirements, delivery, and contracts.**
- ✚ Adhering to all company policies with regard to accounting procedures.**
- ✚ Administering the online purchasing systems.**

- + Reviewing all contracts/agreements to achieve 'best price/best quality' purchasing.**
- + Preparing & processing requisitions, purchase orders & invoices for purchases.**
- + Making recommendations & advising senior management on all purchasing issues.**
- + Maintaining records of supplier contracts, agreements, goods ordered received.**

**2. ELMACS (Air-conditioning and Electro-Mechanical Systems Company / Abu-Dhabi/UAE  
Technical Staff  
December 2003 –August 2008**

***Duties and Responsibilities:***

- a. Served as Team Leader to all maintenance staff.**
- b. Handles all the issues related to the customer complains and improvement on Building Management.**
- c. Data Enter Arabic and English.**
- d. Act as a Project Administrator in the Expansion of Abu Dhabi International Airport from March 2007 to Feb-2008.**
- e. Flow up Contracts, Cheques Collection.**
- f. Prepare invoices, and delivery note, Maintenance reports.**

**Food Stuff Co., Cairo Egypt  
Marketing Manager  
June, 2001 up to December, 2003**

***Duties and Responsibilities:***

- a. Survey and Analysis of Marketing.**
- b. Serves as Administrator Manager.**
- c. Act as team leader to all marketing staff.**

### **Trainings:**

- **Courses in Microsoft Office including Word, Excel, Access, and Power Point.**
- **English Courses including Conversation.**

### **Skills:**

- ✦ **Well versed on Window based application programs.**
- ✦ **Efficient Team Leader.**
- ✦ **Excellent Analytical Skills.**
- ✦ **Outstanding interpersonal and communication skills.**
- ✦ **Solution-oriented and pay specific attention on details.**
- ✦ ***With valid UAE driving license.***

### **Languages:**

- **Arabic (Mother tongue)**
- **English, good in speaking, reading, writing and listening.**

### **Personal Information:**

**Nationality** : **Egyptian**  
**Date of Birth** : **29 March, 1977**  
**Place of Birth** : **Cairo, Egypt**  
**Marital Status** : **Married**  
**Interest/Activities** : **Swimming and playing Football**

**“Many thanks and looking forward to hear from you soon”**