

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"