

RAED GAMAL MOUSTAFA

PERSONAL SUMMARY

- Bachelor's degree in accounting with Eight years' experience (6 Years in UAE and 2 Years in Egypt) Procurement Management & Stock Management (Hospitality, Construction, Petroleum, MEP, Equipment, Machineries, Generators and Spare Parts)
- Computer Software Application Skills (Microsoft office, Tally ERP, Focus ERP, SAP MM and vendor management software)

WORK EXPERIENCE

- **Procurement Manager: (January 2020 – present-day)**
- ALMUTHALATH ALSHARQI HOLDING Consulting& Development - (part of Mubadala Investment)-IPIC Tower- Abu Dhabi-UAE
- **Procurement Manager: (June 2017 – December 2019)**
- Royal Residence Hotel, Royal Residence Resort (550 Rooms, Two Restaurants, Café and Wedding Hall)- Umm Al Quwain-UAE
- **Assistant Procurement Manager: (April 2015 – June 2017)**
- Fine Food Trading (Group of Companies with Franchise of Round Table Pizza, Jollibee and Brands of Mazaj, Asmak Restaurants-25 outlets) -Dubai -UAE
- Responsible for Procurement Department from Procure to Pay
- Control Procurement department budget.
- Develop and implement Procurement and contract management instruction policies and procedures.
- Resolve vendor grievances and claims against suppliers.
- Represent companies in negotiating contracts and formulating policies with suppliers.
- Develop Procurement plan in coordination with the operation department.
- Identify and develop new vendors for achieving cost-effective Procurement and reduction in delivery time, on this assessment to gain quality improvement, rate, and timely deliveries and reduce the percentage of rejections.
- Integrated regularly with the vendor to place the order and follow up with them to ensure timely maintain flow.
- Approve Purchase orders by verifying specifications and price; obtaining recommendations from suppliers for substitute items; obtaining approval from requisitioning department.

CONTACT

- **Phone:** +971507311719
- **Email:** raedgamal91@gmail.com

PERSONAL INFORMATION

- Date of Birth: November 24th, 1991
- Nationality: Egyptian
- Languages: Arabic & English
- Address: Abu Dhabi-Al Karamah
- UAE Drive License Number: 3691724

CERTIFICATION

- MICROSOFT OFFICE
- ORACLE FINANCIAL
- SAP MM(Online Course)
- CERTIFIED PURCHASING PROFESSIONAL (CPP)
- CHARTERED INSTITUTE OF PROCUREMENT & SUPPLY (CIPS)

SKILLS

- Teamwork
- Initiative
- Problem solving
- Flexibility
- Negotiation and persuasion
- Organization
- Perseverance and motivate

- Prepare daily, weekly and monthly procurement reports
- Maintain contracts with suppliers, scrutinizing invoices etc.

Period

- Checks invoice on goods received against shipment to ensure quantity, quality, weights and purchase specifications are as ordered.

➤ **Procurement Officer: (June 2013 – March 2015)**

- Ramada Hotel (200 Rooms, One Restaurant) (EGYPT)
- Create and maintain good relationships with vendors/suppliers
- Maintain records of purchases, pricing, and other important data
- Review and analyze all vendors/suppliers, supply, and price options
- Develop plans for purchasing equipment, services, and supplies
- Negotiate the best deal for pricing and supply contracts
- Ensure that the products and supplies are high quality
- Maintain and update the list of suppliers and their qualifications, delivery times, and potential future development
- Prepares purchase orders by verifying specifications and price.
- Responsible for following established procedures in ordering, receiving, storing, distributing and payment of items.

EDUCATION

- Bachelor Degree in accounting: Mansoura University (2009 to 2013)

REFERENCES

- References available on request