

MAHMOUD KHALED EL-ERSH

+971585304464

Dubai

mahmoudelkersh1985@gmail.com

<http://linkedin.com/in/mahmoud-elersh-mba-3288331ab>



Career objective

MBA Holder with 6 Years of Experience as Purchasing Manager in Construction and production fields, Improving compliance and processes in line with procurement strategy for continued company growth. **Seeking** a position as a **Purchasing Manager & procurement manager** in a well-established organization, where I can utilize my potentials, skills, and abilities and substantially contribute towards the development of the organization.

Education

International Business School of Scandinavia, Copenhagen, Denmark (Feb2019_June2020)

- Master of Business Administration (**MBA**) With Double Major
 - **First Major: Supply Chain Management** • **Grade: Excellent**
 - **Second Major: Project Management** • **Grade: Very Good**

Banha university, Banha

(Sep2004-June2007)

- Bachelor's degree of Commerce, English Section
- **Department:** Accounting

Work Experience:

REFCO METALS L.L.C- A subsidiary of Al Ghurair Group, **UAE.**

(Jan 2021-Present)

Purchasing Manager

- Search and source potential suppliers and vendors.
- Send the monthly forecast for Raw Material and assembly parts to the suppliers.
- Work according to the weekly production plan from our customers.
- Provide the purchasing monthly report.
- Updating the costing sheet for BOM Quarterly.
- Build safety stock for the assembly parts, and raw material, packaging material.
- Develop purchasing strategies and oversee the purchasing team in their daily activities.
- Arrange supplier payments according to the POs payment terms.

REMAL International Group, Doha, Qatar.

(Aug 2016-Oct 2020)

Assistant Procurement Manager

- Supporting Procurement Manager in day-to-day procurement strategy and planning, assessing objective achievements and implementing necessary service improvements.
- Sourcing and engaging reliable suppliers and vendors.
- Improving the delivery of MEP projects by increasing production levels in daily activities.
- Building relationships with stakeholders, communicating delivery updates and seeking mutually beneficial outcomes.
- Preparing monthly procurement reports.
- Developing procurement plans based on service need and spend analysis to maximizing cost-effective solutions.
- Receiving competitive quotations within challenging time limit.
- Arranging "**Estimate Tabulation Summary**" and commending the best supplier at procurement angle Preparing LPO's.
- Coordinating with finance department on suppliers' payment terms and conditions on trading purchase.

- Maintaining a database for the suppliers for daily reference.
- Managing any other tasks that may be assigned from time to time by the superior
- **Achieved Decreased in cost of Martial over (4000000 Qr) saving**
- supplied and delivered material to sites with no Money in Advance payment, (**More than10000000 QR**)
- **Making agreements with suppliers for the payment terms either Posted dated cheques or Letter of credit.**

Projects:

• Community College of Qatar Girls & Scope: MEP	Cost: 65,000,000 QR	(2020)
• Qetaifan Island North, Lusail, Qatar & Scope: MEP	Cost: 80,000,000 QR	(2020)
• Platform At Ruwais Port & Scope: MEP	Cost: 55,000,000 QR	(2019)
• OB Van Shelter-Al Jazeera Net Work & Scope: MEP	Cost: 50,000,000 QR	(2019)
• Renovation Of Medical Service at Midmac & Scope: MEP	Cost: 30,000,000 QR	(2018)
• Coast Guards Station at Ras Matbakh & Scope: CCTV	Cost: 6,000,000 QR	(2018)
• Al-Khoor Housing Project & Scope: CCTV	Cost: 4,350,000 QR	(2018)
• New Central Market & Scope: Lighting	Cost: 4,850,000 QR	(2017)
• Basin 2 & Scope: Fire Alarm& Fire Fighting	Cost: 3,000,000 QR	(2016)

AL-RAHMAN for Industry and Commerce, Cairo.

(Feb 2015 - Jul 2016)

Senior accountant

- Accounting of purchase price allocation.
- Preparing Income statement, Balance sheet, Cash flow.
- Performing monthly reviews of all journal entries and balance sheet reconciliations.
- Reviewing commercial letter of credit (LC) and make sure all supporting documents attached.

Moore Stephen for Accounting and Auditing, Doha, Qatar.

(Oct 2014 to Jan 2015)

Accountant

- Handling client's accounting book.
- Provided journal entries and performed accounting on accrual basis.
- Completed month and year-end close procedures and reconciled all bank accounts.
- Check and Review Petty Cash Expenses.

Sahar Abdel Majeed Hijab Accounting and Auditing, Cairo, Egypt (Part time).

(Jan 2013 - Sep 2014)

Al-Rahman for Industry and Commerce, Cairo.

(Apr 2009 - Sep 2014)

Accountant

- Posting daily journal entries (Payment Vouchers, Receipt Vouchers and Journal Vouchers).
- Check and Review Petty Cash Expenses.
- Updated the salaries and commissions of purchase representatives and sales representatives.
- Reconcile supplier's statement of account.
- Preparing payment for suppliers.
- Following up accounting receivable with collection team.

El Mathaf Gallery, Saudi Arabia.

(Aug 2008 - Mar 2009)

Indoor salesperson

- Handled of several inbound calls per day, **Achieved higher than targeted sales revenue annually.**
- Grew client base through continued levels of outstanding service.
- Compiled data and prepare daily sales reports.

Professional Development:

- **Financial Professional Accounting Diploma**, Egyptian Accounting Center (Oct 2007- Dec2007)

Skills:

Interpersonal skills:

- Team Leader.
- Decision Maker.
- Strong Communication Skills.
- Time management.
- Negotiation skills.
- Ability to work under pressure.
- Problem-solving skills.

Computer Skills:

- **SAP** Business Software.
- **Oracle** (ERP System).
- Microsoft Office (Excel, Word, PowerPoint).
- QuickBooks (Accounting Software).
- Peach Tree (Accounting Software).

Language Skills:

- **Arabic:** Mother Tongue.
- **English:** Excellent command.

Personal Information

- **Date of Birth:** 16, October 1985.
- **Nationality:** Egyptian.
- **Military Service:** Exempted.
- **Driving license:** UAE Driving License- International License.