

## MAHMOUD KHALED EL-ERSH

+971585304464

Dubai

[mahmoudelkersh1985@gmail.com](mailto: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
  - **Second Major: Project** Management
  - **Grade:** Excellent
  - **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 Letterof credit.**

### Projects:

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