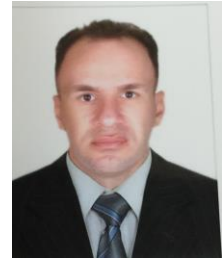


CURRICULUM VITAE



Personal Profile:

Name: Mohammed Selim Mansour Ahmed
Current position: Procurement/Procurement Supervisor – Procurement
Experience: Professional with 18 years of diverse experience in Construction , MEP & Facility Management Companies
Sex: Male
Date of Birth: March,1974, Egypt
Nationality: Egyptian
Languages: Arabic & English
Marital Status: Married
E-mail Address: mohammedselim74@yahoo.com
Driving License: UAE D/L and Qatar Driving License
Mobile number: 00971 50 970 123 8

Academic Qualification:

- Bachelor in Arts
South Valley University Egypt 1996

Computer Software Skills:

- Windows Application
- Peachtree.
- Navision
- CAFM (Computer Aided Facilities Management)
- Horizon

General Information

- Ability to work/perform the duties whenever wanted/required.
- Enjoying good health and good social status.
Good Personality and Hardworking.

Work Experience

- **_Cofely Besix Facility Management**
Abu Dhabi Int'l. Airport,
Procurement Supervisor – Procurement
June 2017 up to March2018 .

Duties & Responsibilities:

- Checking all Materials requisition details generated in system on daily basis.
- Checking available stock details in system against all Materials requisitions.
- Material Inquiry to the Supplier's to get Quotations .
- Receiving Quotations(s), negotiation and then making Comparison Sheet in depend of the amount , Finalization and Preparation of local Purchase Order (LPO) for material Procurement.

- following up with vendors for order confirmation and material delivery dates to meet the delivery deadlines.
- updating regularly the expected stock arrival date of each items in system and maintain an updated pending purchase order list on daily basis.
- Finalize all the recommended (critical) spare parts with the specialist team at site .
- following up regularly with the suppliers and manufacturing units and make sure the purchase orders are executed in time and the delivery is maintained within time frame
- Following up with the suppliers for Materials submittal.
- Arranging/Coordinating with Supplier's for backfill.
- Responsible of renting all kinds of equipment's.
- Preparing the monthly report and submitted to the finance department .
- Maintain and update list of suppliers and their qualifications, delivery times .
- Responsible of getting new suppliers ,new sub-contractors and register them with the Company
- Fallowing up suppliers payment and resolve the payment issue if there is any delay .
- Responsible of Petty Cash

- **ENOVA Facilities Management Services**

Abu Dhabi Int'l. Airport, Al Batten Airport, Al Ain **Airport - UAE**
 Central Procurement Officer - Procurement
 May 2015 up to May 2017 .

Duties & Responsibilities:

- Checking all Materials requisition details generated in system on daily basis.
- Checking available stock details in system against all Materials requisitions.
- Material Inquiry to the Supplier's to get Quotations .
- Receiving Quotations(s), negotiation and then making Comparison Sheet in depend of the amount , Finalization and Preparation of local Purchase Order (LPO) for material Procurement
- following up with vendors for order confirmation and material delivery dates to meet the delivery deadlines.
- updating regularly the expected stock arrival date of each items in system and maintain an updated pending purchase order list on daily basis.
- Finalize all the recommended (critical) spare parts with the specialist team at site .
- Following up with the suppliers for Materials submittal.
- Arranging/Coordinating with Supplier's for backfill.
- Responsible of renting all kinds of equipment's.
- Preparing the monthly report and submitted to the finance department .
- Maintain and update list of suppliers and their qualifications, delivery times .
- following up regularly with the suppliers and manufacturing units and make sure the purchase orders are executed in time and the delivery is maintained within time frame
- Responsible of getting new suppliers ,new sub-contractors and register them with the Company
- Fallowing up suppliers payment and resolve the payment issue if there is any delay .
- Responsible of Petty Cash

- **MAF DALKIA MIDDLE EAST.**

Abu Dhabi Int'l. Airport, AL Bateen Airport, AL Ain Airport
Zayed University Eastern Mangrove (TDIC) Corniche Beach Abu Dhabi UAE
Central Procurement Officer
November 2012 – May 2015

Duties & Responsibilities

- Checking all Materials requisition details generated in system on daily basis.
- Checking available stock details in system against all Materials requisitions.
- Material Inquiry to the Supplier's to get Quotations .
- Receiving Quotations(s), negotiation and then making Comparison Sheet in depend of the amount , Finalization and Preparation of local Purchase Order (LPO) for material Procurement
- following up with vendors for order confirmation and material delivery dates to meet the delivery deadlines.
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- Finalize all the recommended (critical) spare parts with the specialist team at site .
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- Responsible of renting all kinds of equipment's.
- Preparing the monthly report and submitted to the finance department .
- Maintain and update list of suppliers and their qualifications, delivery times .
- following up regularly with the suppliers and manufacturing units and make sure the purchase orders are executed in time and the delivery is maintained within time frame
- Responsible of getting new suppliers ,new sub-contractors and register them with the Company
- Fallowing up suppliers payment and resolve the payment issue if there is any delay .
- Responsible of Petty Cash

- **TOLEDO Electrical & Mechanical Work Est. (FIBREX – TOLEDO – JV)**

Building Materials City-Project (Two Towers each one is 20 Floors + Mall (Capital Mall))
Musaffah – Abu Dhabi - UAE
Procurement Officer & Logistic
September 2008 – August 2012

Duties & Responsibilities:

Material Inquiry to the Supplier's Quotation.

- Receiving Quotations(s), negotiation and then making Comparison Sheet, Finalization and Preparation of local Purchase Order (LPO) for material Procurement.
- Follow up logistic Support's for delivery of long Lead Materials.
- Follow up with the suppliers for Materials submittal.
- Arranging/Coordinating with Supplier's for backfill.
- Responsible of renting all kinds of equipment's.
- Responsible of Petty Cash.

- **Dalla Building Materials Company, Ajman-UAE**

Procurement Officer

January 2008-July 2008

- **Arab United Construction (ARCON),**

Doha - Qatar

Palace of Sheikh TAMEEM, Doha Port – infrastructure, 3 Building each one 5th Floor.

Procurement Officer

Duties & Responsibilities

- Handling all the Building Materials for all the Projects mention above.
- Making Material Inquiry to the Suppliers Quotation.
- Receiving Quotations(s) from the Suppliers THEN Making Comparison Sheet, Finalizations and Preparation of local Purchase Order (LPO) for material Procurement.
- Follow up logistic Support's for delivery of long Lead Materials.
- Application Preparation for Issuance of building Permits and follow-up till Project Completion Certificates from the Concerned Municipalities/Authorities.
- Follow up permission from Municipalities and Traffic Department for Transferring Portal Cabins and Heavy Equipments to Projects Areas.
- Arranging/Coordinating with Supplier's for backfill.
- Responsible of renting all kinds of equipments.
- Responsible of Petty Cash.

- **Gulf Falcon Engineering, Doha – Qatar**

Purchaser cum Public Relation Officer

May 1997 to Sept. 2001

Duties & Responsibilities:

- Material Inquiry to the Supplier's Quotation.
- Quotation's Comparison, Finalization and preparation of local Purchase order (LPO) for material Procurement.
- Follow up logistic supports for delivery of long lead materials.
- Application preparation for issuance of building permits and follows up till Project Completion Certificates from the Concerned Municipalities/Authorities.
- Follow up permission from Municipalities and Traffic Department for transferring Porta Cabins and Heavy Equipments to projects Areas.
- Arranging/Coordinating with Suppliers for Backfill.
- Responsible of renting all kinds of equipments.
- Responsible of Petty Cash.

Mohammed Selim

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