

ADEL MAHER

PROCUREMENT

📍 Madinah 42316

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OO.COM



I have a great experience in the field of procurement, especially in government tenders for the (MEP) Departments of mechanics, electricity, plumbing, hvac , fire fighting, facilities management with military cities, ministries and universities, as well as Operation and maintenance projects, the supply of spare parts and equipment necessary for sites and warehouses, dealing efficiently with agents, suppliers and distributors with strong relationships with them.

In addition to :

CPIM Course.

ERP System Use



Skills

- Microsoft Office (Word, Excel, Power Point, pivot table)
- Valid Egyptian and Saudi driving license



Work History

• Supply Engineer

Al- Maimani holding Group, Madinah, KSA

- Company Overview: Construction
- Accurate run of (RFI) & (RFP).
- Drafting (RFQ).
- Creating and Processing (PO).
- Supplying all kinds of materials for sites.
- Excellent communication with customers.
- Problems Solving skills.
- Follow up & evaluation of suppliers.
- Leadership skills and ability to manage a staff.
- Strong decision making & negotiation.
- Construction

• Procurement Manager

Supply House For Trading Co., Riyadh, KSA

- (Analysis & Estimation of Tenders - Best price - Reduce costs - Negotiation - Quality materials - P.O - Reports preparation - Supply chain)
- Tenders & Projects government (Mech. - electric - HVAC - Building materials - Plumbing - Pumps - Transformers - spare parts - F. fighting)
- Supply of Hospitals, Hotels and universities.
- Dealing with military cities and Ministries.
- Excellent communication with the biggest companies, agencies, distributors and suppliers in the Kingdom.
- Such as: Siemens, Atlas Copco, Trane, Utec, SLC, Nardeen, STC, Legrand, Zamil, KSB, Grundfos pump, Saudi Ceramic, Schneider, Cables, Goulds pump, MK, SKF, FAG, Seal Master, Johnson controls (York), Honeywell, Osram, LG, Samnan, Telemechanic, Moeller- Eaton, ABB, Cuffler Hammer, SebaKMT, ASCO, V-belt, PVC Pipe, Dorna, S.P.S. Motors, Electrical panels, Valves, Tires, (CAT) etc.

• Procurement Engineer

Shaiba Trading & Contracting Est., Riyadh, KSA

- Tenders & Projects (Operating and Maintenance).
- Dealing with military cities and Ministries.
- Supply of Hospitals and universities.
- Dealing with Banks.
- Travel to attend meetings.
- And the signing of contracts.
- Dealing with customs clearance.
- Dealing with shipping companies (Aramex - Dhl - UPS....)
- Follow-up Shipments "airports - Railways - Ports".



Education

• Bachelor Degree : Agriculture Engineer

Ain Shams University - Cairo- Egypt
GPA: Good



Certifications

- CPIM Course
- ERP System User



Languages

- Arabic
- English

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Bilingual or Proficient (C2)

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Advanced (C1)

2019-04 - Current

2010-06 - 2017-03

2007-01 - 2010-01

1999-06