

Mina Adel Yousef

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Date Of birth: 24/05/1982

Marital Status: Married

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- More than 9 years of experience in various facets of procuring materials from national and international markets.
 - Inventory Controller
 - 9 years of experience in Logistic Coordinator.
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WORK EXPERIENCE

Goody's burger house purchase representative

3/2025 – Till now

Responsibilities:

- Development of alternative local sources for imported raw materials which helps in cost saving.
- Planning and budgeting of purchase functions, involving cost estimation, contract negotiations.
- Liaison with the production department to maintain optimum inventory.
- Implementing systems to avoid situations like over-stocking or out-of-stock which cause production and financial losses.
- Verify and process all product and raw good orders place and receive using computer base ERP system

Future Pillars company for contracting purchase representative

9/2024 – 3/2025

Responsibilities:

- Supplier Research and Selection: Identify potential suppliers, gather information on their products and services, and evaluate their capabilities to determine the best fit for the organization's needs.
- Request quotes and bids from suppliers for the goods and services needed by the organization.
- Compare offers to determine the most cost-effective and suitable options.
- Negotiate pricing, terms, and conditions with suppliers to secure favorable terms that align with the organization's budget and requirements.
- Create and issue purchase orders that specify the details of the items being purchased, quantities, pricing, and delivery timelines.

- Manage contracts with suppliers, ensuring compliance with terms and conditions. Monitor contract expiration dates and negotiate renewals or changes when necessary.
- Coordinate with inventory management teams to ensure appropriate stock levels, avoiding overstocking or stockouts while optimizing inventory turnover.
- Collaborate with quality control teams to ensure that purchased goods meet the required quality standards and specifications.

Egypt Tours Company , Supervisor Egypt Cairo

2/2021- 8/2024

Inventory Controller, ELSham Shamaki, Saudi Arabia

06/2018 - 12/2020

Responsibilities:

- Manage, review, analyze, verify, and ship raw, stock, purchase, QA, materials.
- Help implement the system in the warehouse, perform cycle counts and do yearly physical inventories.
- Verify and process all product and raw good orders place and receive using computer base ERP system
- Communicate inventory information with inter-officials.

Purchas Manger, ELSham Shamaki, Saudi Arabia

06/2016 - 12/2020

Responsibilities:

- Expertise in developing local vendors, reducing the cost of procurement of material.
- Successfully implemented vendor development programmers including training for vendors.
- implementing systems of inventory management avoiding overstocking or wastage, Setting up the weekly, monthly, quarterly procurement plan.
- Procurement of raw material from national and international market.
- Development of alternative local sources for imported raw materials which helps in cost saving.
- Purchasing machines with improved technology to increase production.
- Planning and budgeting of purchase functions, involving cost estimation, contract negotiations.
- Liaison with the production department to maintain optimum inventory.
- Implementing systems to avoid situations like over-stocking or out-of-stock which cause production and financial losses.

Logistic Coordinator, Orascom construction industries, Egypt.

05/2007 – 06/2016

Responsibilities:

- coordinating and monitoring supply chain operations, optimizing logistics and shipment procedures, and ensuring effective communication between different supply chain channels are the primary responsibilities. They also need to train and coordinate with

logistics staff, supervise orders, manage inventory, communicate with suppliers, retailers and customers, and maintain logs and records of stocks and orders.

- Monitored shipments and coordinated with delivery staff every day to ensure on-time, accurate deliveries.
- coordinator with a strong eye for details. Qualified in inventory management and data-based analytics. Proficient at identifying redundancies in the supply chain system and streamlining operations to ensure smooth functioning. Adept at handling and communicating with various logistics staff.

Correspondence representative, Orascom construction industries, Egypt.

01/2006 – 04/2006

Responsibilities:

- Gather records pertinent to specific problems, review them for completeness and accuracy, and attach records to correspondence as necessary.

EDUCATION

Bachelor Degree of Management Information Systems,
Thebes Academy 2006

ADDITIONAL SKILLS

Microsoft Office, Windows 7,8,9,10

LANGUAGES

Arabic (Mother tongue)
English (Fair)