



# Mahmoud Ali Mohamed Hassan

## Procurement Officer

### CONTACT

Makkah , Saudi Arabia

[mahmoud.ali9091@gmail.com](mailto:mahmoud.ali9091@gmail.com)

### PERSONAL INFORMATION

Birth Date  
March. 1987

Nationality  
Egyptian

### Marital Status

Married

### Professional Summary

With 10 years of working experience as Procurement Executive with a demonstrated history of working in Mega Construction Projects, Real Estate for Large Companies., with a Strong administrative skills and good Knowledge in Purchasing, negotiating and Logistics services

Procurement Executive

**Emaar Construction Co**

May /2019 • 2022

### Projects:

- o Four Seasons Hotel in Alexandria
- o Al Rehab City, New Cairo.
- o My city in New Cairo.
- o Green Rawda village in Ajami.
- o Al-Rabwa residential community in Sheikh Zayed City.
- o Four Seasons Resort in Sharm El Sheikh.
- o Celia residential compound in the capital.
- o Kempinski Hotel Garden City.
- o Virginia Beach North Coast. quantities, prices) into internal databases.
- o
- o Maintain updated records of purchased products, delivery information and invoices.
- o Prepare reports on purchases, including cost analyses.
- o Coordinate with warehouse staff to ensure proper storage.
- o Monitor stock levels and place orders as needed
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- o Mayfair Compound in El Shorouk.
- o Nile Plaza Hotel in Garden City

● Procurement Senior Officer **First Fix co.**

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February / 2022.Until

### Projects:

- Deriyah Family Farm
- KAFA
- Shura Island (Red Sea)
- Seven Makkah Project

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## Responsibilities

- ▶ Researching potential vendors.
- ▶ Negotiating contract terms of agreement and pricing.
- ▶ Comparing and evaluating offers from suppliers.
- ▶ Track orders and ensure timely delivery. Review the quantities, prices) into internal databases
- ▶ Maintain updated records of purchased products, delivery information and invoices.
- ▶ Prepare reports on purchases, including cost analyses.
- ▶ Coordinate with warehouse staff to ensure proper storage.
- ▶ Monitor stock levels and place orders as needed
- ▶ contract terms and conditions. Review quality of purchased products
- ▶ Enter order details (e.g., vendors, quantities, prices) into internal databases.
- ▶ Maintain updated records of purchased products, delivery information and invoices.
- ▶ Prepare reports on purchases, including cost analyses.
- ▶ Coordinate with warehouse staff to ensure proper storage.
- ▶ Monitor stock levels and place orders as needed

## Skills

- Strong Leadership
- Time Management
- Risk Management
- Communication skills
- Evaluate the performance of vendors
- Experience using web analytics and optimization tools
- Coordinate with all concerned
- Preparing the reports and time sheets
- Analytical skills

## language

➤ Arabic Native

➤ English Good

- ▶ Coordinator to adapt projects needs from start to finish
- ▶ Coordinating with the projects authority to collect the required material before making the material request or Purchase request

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## Qualifications

- ▶ Industrial Technician Institute Alexandria May-2005

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## Last Position

- ▶ **Local Purchaser**  
**Palm Hills Real Estate Development Co.**  
3/2012 to 3/2014 **2 Years**
- ▶ **Assistant Buyer**  
**Orascom Real Estate Development Co.**  
7/2014 to 6/2016- **2 Years**
- ▶ **Assistant Buyer**  
**Specialized Insulation and Construction**  
**(Tri-Scope) Co.**  
8/2016 to 5/2019 - **3 Years**
- ▶ **Local Purchaser**  
**First Fix co.**  
2/2023 – To now - **2 Years**