





# Ahmed hamed el zohairy

Assistant Director of Supply Chains

00201025792476   
ahmed.hamed.ali.elzohairy@gmail.com 

## Summary

An experienced Purchasing Specialist with a comprehensive understanding of the logistics and supply chain industry. He has ability to successfully manage the procurement process from sourcing and negotiating to delivery and payment.

## Experiences

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Contrade Egypt  
for construction -  
cairo  
Sep 2022 - Till  
Now

### Assistant Director of Supply Chains

- 1- Assist in developing the company's strategies regarding supply and purchase.
- 2- Journal of developing the company's system regarding purchases.
- 3- Create a complete model for the basic supply lines and supplies to secure basic projects.
- 4- Assist in evaluating the performance of supply and supply chains.
- 5- Provide the supplier and alternative supplier for all items needed by the project.
- 6- Make the purchasing decision and approve it.
- 7- Follow up on suppliers' supplies and waiting for them with the contracts and agreements concluded with them.
- 8- Follow up on the time period and follow up on suppliers' invoices.
- 9- Follow up on the receipt of materials and the documentary cycle.
- 10- Investigate storage conditions and storage regulations and stocks.
- 11- Plan project requests and not available to all projects.
- 12- Schedule purchasing and supply.
- 13- Direct supervision of the work responsible for warehouses and help them organize them and provide the necessary tools for inventory safety.
- 14- Direct supervision of the work of purchasing officials and help them organize them and provide the necessary tools to implement them.
- 15- Commitment to details and conditions with retail agents, or shipping.
- 16- Conducts purchase contracts with the financial department at the times agreed upon with suppliers.
- 17- Document all operations related to managing checks in paper and keeping their records.
- 18- Preparing periodic reports and reports related to purchasing management

Contrade Egypt  
for construction -  
cairo  
Sep 2022 - Sep  
2023

### Procurement specialist

- 1- Manage the 'Purchasing and Customs Clearance' File.
- 2- Receive and track purchase requisitions from end-users and issue the 'Daily PR Pending Report.
- 3- Ensure the products are delivered on time.
- 4- Negotiate with local & foreign suppliers and identify areas of potential cost reduction.
- 5- Invite quotations from suppliers.
- 6- Prepare Purchase Orders on approved quotations and send to Supplier.
- 7- Follow up with Supplier on PO delivery.
- 8- Follow up with Clearance Agent on Material Delivery.
- 9- Manage Office asset maintenance and consumables.
- 10- Coordinate vehicle arrangement.

Contrade Egypt  
for construction -  
cairo  
Sep 2021 - Sep  
2022

### Warehouses Manager

- My Responsibilities at "Contrade" managing the company's 13 stores all over the country.
- 1- To participate in senior management meetings and express an opinion on the results and decisions.
  - 2- Participation and effective attendance in periodic management meetings.
  - 3- Participate in formulating the organization's main goals and plans.
  - 4- Responsible for planning and executive programs for the stores, which ultimately lead to achieving the main objectives of the organization.
  - 5- Responsible for following up on the implementation of plans for warehouse management.
  - 6- Training individuals working in warehouse management on their work and transferring his experience to them so that they are qualified to replace him in the event of a vacancy in the position.
  - 7- Responsible for determining the inventory limits of the items and coding the items.
  - 8- Responsible for reviewing purchase orders issued by the warehouses to be sent to the Purchasing Department.
  - 9- Participate in preparing warehouse procedures with the management representative for the quality system and the quality assurance planning manager.
  - 10- Follow up on storage work and issue decisions on how to store.
  - 11- Proposing improvement, remedial and preventive measures that would improve the work performance of his department.
  - 12- Issuing decisions appropriate to the current situation.
  - 13- Issuing appropriate decisions on how to store them in accordance with the nature of the stocks.
  - 14- Conduct a periodic inventory of the stores every three months and submit copies of it to the administrative director, the executive director, and the supply manager.
  - 15- Supervising the organization and arrangement of materials in the warehouses, ensuring their coding and placing an arrival date on them, and ensuring that storage operations are carried out in the correct manner for the materials inside the warehouses in a way that guarantees their safety and prevents their loss or damage.
  - 16- Submit a weekly report to the administrative director and supply manager to indicate what has been accomplished and what has been postponed, along with an explanation of the reason.

ARC-commercial agencies and Construction - Giza  
Apr 2021 - Aug 2021

Store Keeper  
· My Responsibilities at ARC was:  
1- Inventory classification and coding.  
2- Keeping items in warehouses and arranging them.  
3- Receiving and examining.  
4- Disbursement of various materials and supplies.  
5- Inventory control (quantities and costs).  
6- Stocktaking.  
7- Transfers between stores and between branches.

## Education

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Higher institute for information technology and management

University (Bachelor) : Bachelor in management and information systems  
Grade : Very good

2019

## Courses

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Supply chains E-Commerce  
May 2024

Edraak

ERP system Administrator (ONYX PRO)  
Mar 2022

Ultimate Solution ensures the reliable performance of ERP systems. Troubleshoots and resolves any ERP related hardware, software, user access, or other problems. Participates in projects to gather user requirements, design, configure, test, and implement ERP systems and applications. Monitors system performance and usage to maintain security and reliability. Coordinates new software releases, fixes and upgrades with technical teams and users. Recommends new features or changes to configuration/workflows based on user feedback.

Full stack web developer  
Jan 2019

Self Study  
I developed a hospital management system  
I developed a website to broadcast matches and sports news.  
I have developed many websites on freelancing platforms

Building Web Sites Using Wordpress  
Mar 2024

Edraak

Digital Marketing- Managing Paid Campaigns  
Mar 2024

Edraak

## Certificates

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Digital Advertising- Managing Paid Campaigns  
Mar 2024

Edraak  
the basics of e-marketing and how to create and manage digital advertising campaigns on advertising networks such as the Google Advertising Network and on search engines such as Google Engine, as well as digital campaigns on various social media platforms such as Facebook and Twitter

Building Website Using Wordpress  
May 2024

Edraak  
the basics of building websites using Word- Press, starting with its installation and familiarization with it's screens and control panels, installing and modifying templates and plugins to change the look and functionality of sites, with a look at the basics of SEO for sites And how to control and customize the look of the site, and configure search engines for WordPress sites

Supply Chain in E-Commerce  
Mar 2024

Edraak  
what supply and storage chains are, how to manage them in a professional manner, and the most important logistical matters such as shipping, warehouses, and e-commerce in this aspect

## Skills

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Operating system:

Web design and d

Photoshop

Use the internet  
perfectly

word, excel

Work spiritually with  
team

Time management

Analytical Skills

Purchasing: Strategy

## Languages

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English

Very Good

Arabic

Native