

# Mamdouh Emeira

## Purchasing Specialist

With over 10 years of experience and a strong background in the contracting industry, responsible for sourcing, negotiating, and purchasing goods and services needed by the firm. Key tasks include identifying supplier options, requesting and evaluating quotations, ensuring timely delivery of materials, preparing purchase orders, and maintaining accurate procurement records.

Furthermore, monitor inventory levels, ensure compliance with company policies and budgets, and build strong relationships with vendors to secure the best value and quality.

## EXPERIENCE

### Purchasing Specialist

December 2023 – Present

Links Investments, Riyadh, Saudi Arabia

- Coordinate with up to 4 internal departments to determine procurement needs and specifications.
- Handled contract negotiations for over 15 projects, ensuring cost-effective terms
- Process purchase orders across 50+ suppliers and maintain accurate records of transactions.
- Ensure compliance with company policies, regulations, and ethical standards.
- Monitored inventory levels for over 500 items and identified opportunities to reduce costs and avoid overstock
- Stay up-to-date on industry trends and best practices in procurement.

### Accountant | Purchasing Specialist

November 2016– November 2023

ELHEETH EST For Interior Finishing & Contracting, Cairo, Egypt

- Manage the day-to-day operations of the accounting department.
- Source and evaluate suppliers based on price, quality, and delivery speed.
- Maintain accurate records of purchases, pricing, and inventory levels.

### Financial Accountant

April 2015 – Jul 2016

Ashraf Soliman Elhussieny Accounting Office, Cairo, Egypt

- Prepare monthly, quarterly, and annual financial statements and reports.
- Conduct reconciliations of bank statements and general ledger accounts.

### Financial Accountant

June 2013 – September 2015

Misr Arabia For Film Production Company, Cairo, Egypt

## CONTACT

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## SKILLS

### Purchases:

- Supplier Evaluation & Compliance
- Logistics Knowledge
- Negotiation Skills
- Sourcing Items & validation

### Administration:

- ERP System (SAP)
- Data Entry & Management
- Document Control
- Microsoft Word & PowerPoint
- Microsoft Outlook

### Accounting:

- Advanced Excel
- Payroll compliance
- Cost Accounting

## EDUCATION

### Benha University

Bachelor degree: Accounting

Year: June, 2012

## LANGUAGES

### Arabic

Native

### English

Professional Proficiency