

Alaa Muaz

Senior Electrical Tender (Cost Estimation) and Procurement Engineer (Purchasing Engineer)

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Professional Summary

Accomplished Senior Electrical Tender and procurement engineer with 8 years of experience successfully negotiating and working with hundreds of tenders and purchase agreements. Detail-oriented, reliable and knowledgeable individual with a true passion for the job. Takes initiative to develop prospective suppliers and participate in key industry sourcing. Close collaboration with technical and manufacturing teams to develop cost-effective good solutions.

Work Experience

Nesma Infrastructure & Technology (NIT) - Egypt office

Senior Electrical Procurement Engineer, June 2024–present



- Create and implement effective procurement plans aligned with project timelines, budgets, and quality standards.
- Conduct market research to identify reliable suppliers and manufacturers for electrical equipment and materials.
- Evaluate and prequalify suppliers based on technical, financial, and operational criteria.
- Establish and maintain strong relationships with suppliers and negotiate favourable terms and conditions.
- Work closely with design and engineering teams to review electrical specifications, ensuring materials and equipment meet project requirements.
- Assess technical proposals and ensure compliance with Saudi Electrical Codes, International Standards, and project requirements.
- Perform detailed cost analysis and price benchmarking to achieve cost-effective procurement without compromising quality.
- Prepare RFQs (Request for Quotation), RFPs (Request for Proposal), for electrical materials and services.

- Prepare contracts, POs according to given data, follow up projects needs and prepare purchasing form after pricing the item.
- Evaluate bids on both technical and commercial grounds, recommending the best-fit supplier.
- Negotiate terms, warranties, and delivery schedules to ensure alignment with project needs.
- Ensure all procurement activities comply with local laws, such as Saudi Building Codes, and international standards like IEC, IEEE, or ANSI.
- Track shipments and deliveries to ensure adherence to timelines and project schedules.
- Ability to negotiate with suppliers to achieve optimal pricing and terms. Proficiency in using ERP systems like, Oracle, or similar platforms for procurement management.

Alshams For Main Contracting and Construction.

Senior Electrical Tender and Procurement Engineer, November 2019–present



- Review Tender documents, Technical Specifications, BOQ, Drawings and related documents and locate potential vendors and suppliers.
- Solicit price quotations from suppliers, make a database for materials, equipment and operating supplies prices and update it regularly to be referenced when necessary.
- Negotiate with suppliers to achieve optimum cost-quality and to ensure that target prices company's terms and conditions are met.
- Attends bidding negotiations regarding spec and priced B.O.Q and replies to all clarifications required in the tender process.
- Prepare a log that includes the replies of queries received from the consultant and follow up with suppliers to ensure pricing the items on time.
- Assist in preparation of financial and technical comparison sheets to analyse the variance of commercial and technical offer.
- **Major Tenders Handled** (HB Fuller Factory, Sodic Estates Core and Shell, The Estates Plot 1,3,4 and 5, The New Mansoura University, Vilette Core and Shell, Vilette Finishing 11 & 7 Buildings, One Ninety Project Hill International, Infrastructure Project for New Mansoura University General Site and 10th of Ramadan Integrated Solid Waste Management Facility).
- Prepare contracts, POs according to given data, follow up projects needs and prepare purchasing form after pricing the item.
- Set the procurement plan including the packages, their priorities and weights, estimated delivery time and the suggested vendor list to be reviewed by the direct manager and approved by the Project Manager.
- Solve any technical, project related issues with vendors to ensure proper flow of project.
- Created monthly and quarterly budget reports comparing projected costs with actual performance.

- Coordinate with other departments in the organization to be aligned with the progress of the project.

Professional Engineering Services, PES

Electrical Tender LV panels, May 2018–November 2019



- Review and study all tender documents to ensure that all data required for pricing are available.
- Prepare selectivity studies for low voltage system.
- Propose the most reliable effective solution with minimum cost.
- Preparing all the technical and general financial proposals.
- Worked well in a team setting, providing support and guidance.
- Participated in team projects, demonstrating an ability to work collaboratively and effectively.
- Gained strong leadership skills by managing projects from start to finish.
- Strengthened communication skills through regular interactions with others.

Education

- Shoubra Faculty of Engineering - Benha University (2012–2016).
- BSc for Electrical Power and Machines Engineering.
- Scada, PLC and Classic Control Course (2014).
- Online courses (Udemy, Coursera and LinkedIn) Self Learning.
- Schlumberger, GUPCO and Khalda Internship.

Key Skills

- Microsoft Office.
- AutoCAD.
- Communicate efficiently with others.
- Active Listening.
- Have a good presentation skill.
- Effective Working Relationships.
- Excellent multi-disciplinary team player and motivator.
- New Product Introduction Strategies.
- Implement ideas that lead to process improvements (cost, time, service improvement).
- Active, Ambitious, and Hard-worker.
- Creative Solutions.
- Time management.
- Negotiation.
- Managing Risk.