

Mohamed Gamal

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Summary

Purchasing and Contracts Specialist with over 13 years of experience in procurement, contract management, and supplier relations within construction and contracting sectors. Skilled in preparing purchase orders, managing bidding processes, negotiating with vendors, and ensuring compliance with procurement policies and regulations. Recognized for strong organizational skills, teamwork, and the ability to work under pressure to support operational efficiency.

Experience

Purchases Specialist

Bashaer Al-Benaa Contracting Co., Riyadh

Sep 2023 – Present

Managing procurement processes to ensure timely delivery of materials and services.

Preparing and executing purchase orders and contracts.

Coordinating with suppliers and ensuring compliance with company procedures.

Processed invoices, coordinated with finance, and maintained procurement records.

Built and maintained supplier databases with updated pricing and product information.

Ensured compliance with procurement policies and regulations.

Purchases Specialist

Arab Contractors, Cairo

Oct 2010 – 2023

Education

Bachelor of Law | Beni Suef University – 2006 (Very Good)

Certifications & Courses

Purchasing and Contracts Management – Alfaisal University & Knowledge Development

Contracts and Procurement Management – Saudi Contractors Authority

CCNA (Cisco Certified Network Associate)

Skills

Procurement & Contract Management

Supplier Relationship Management

Negotiation & Bidding Procedures

Invoice Processing & Financial Coordination

Record Keeping & Documentation

Teamwork & Leadership

Strong Communication Skills

Problem Solving & Time Management

Computer Skills

MS Office (Word, Excel, PowerPoint, Outlook)

Operating Systems (Windows)

Procurement Programs: ASCON

Web Development Tools: HTML, FrontPage

Languages

Arabic: Native

English: Very Good