

# Kamel Ashraf Kamel Kharwila

Tenders & Procurement Specialist | Document Control

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## Contact Information

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## Professional Summary

Results-driven Tender and Procurement Expert, with over 6 years of expertise in managing the end-to-end tender lifecycle on the Etimad platform. Proven ability to secure high-value government contracts, achieve significant cost savings and streamline processes to increase operational efficiency and compliance. Skilled in supplier management, contract negotiations and document control with a particular focus on delivering measurable results and reducing risk.

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## Professional Experience

**Tenders Specialist & Document Controller | Al Hanaa Trading Group Company**  
**Kingdom of Saudi Arabia | February 2020 – Present**

- Managed the end-to-end tendering process, prepared and successfully submitted over 750 bids through the Etimad platform with a high success rate, ensuring full compliance with public procurement.
- Average cost savings of 20% per project achieved through thorough technical and financial analysis of supplier proposals, optimization of procurement expenses.
- Document retrieval time reduced by 40% by designing and implementing a new digital filing and tracking system, thereby increasing operational efficiency.
- Effectively reduced contractual risk through proactive contract review and legal team support, contributing to a 35% reduction in legal disputes.
- Ensured 100% timely submission of all tender applications by carefully following deadlines and streamlining coordination processes.
- Increased proposal quality and compliance, leading to a 35% reduction in errors through extensive quality control and compliance.
- Coordinated with over 35 vendors, suppliers and internal departments to gather comprehensive technical and financial documentation for tender submission.

- Prepared periodic reports on contract status, performance and tender activities, providing valuable insight for strategic decision making.

### **Public Relations and Collection Officer | Delta Specialized Hospital** **Egypt | January 2013 – December 2019**

- Recovered over EGP 500,000 in outstanding payments annually by implementing a structured follow-up system for non-performing accounts, which significantly improved cash flow.
  - Strengthened relationships with over 10 leading insurance companies and partner organisations, which strengthen the hospital's network and reputation.
  - Patient satisfaction improved and inquiries were resolved efficiently, which contributed to the hospital's professional image and positive patient experience.
  - Maintained strict confidentiality regarding patient data and financial matters and ensured compliance with privacy standards.
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### **Skills**

- Tender and procurement management: Tender preparation and submission (Etimad Platform Expert), RFP preparation, technical and financial proposal analysis, contract management, supplier management and qualification, negotiation, cost savings, risk minimization.
  - Document and process control: Document Control and Records Management, quality assurance, compliance, process improvement, digital archive systems.
  - Organizational and interpersonal skills: Planning, prioritization, time management, problem solving, decision making, attention to detail, effective communication, relationship building, teamwork, customer service, adaptability, critical thinking.
  - Software and analysis: Microsoft Office Suite (Word, Excel, PowerPoint, Outlook), data analysis, reporting.
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### **Education**

#### **Master's Degree in Law | Menoufia University** Egypt | September 2014 – May 2016

#### **Bachelor of Laws (LL.B) | Menoufia University** Egypt | September 2008 – May 2012

- Legal expertise provides a strong basis for understanding and managing the legal complexities of contracts, tenders, and risk mitigation in procurement.
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### **Languages**

- **Arabic:** Native
- **English:** Advanced