



# AHMED TAHA

📍 Al-Dawaser, Riyadh, Saudi Arabia  
📅 Date of Birth: 12/08/1979  
🇪🇬 Nationality: Egyptian

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[in Ahmed Taha](#)

## SUMMARY

Experienced Administrative and Procurement Specialist with over 20 years of expertise in office management, procurement operations, and IT support. Proven ability to manage purchasing processes, liaise with suppliers, prepare accurate reports, and support day-to-day administrative functions. Highly reliable, detail-oriented, and effective in fast-paced, high-pressure environments.

This experience also includes four years as a generator maintenance technician.

## WORK EXPERIENCE

### **Administrative s Accounting Officer** 2021 – Present

#### **LAHA Agricultural Production Co. | Saudi Arabia**

- Fully responsible for administrative and accounting duties, Supervised staff attendance, vacations, and payroll.
- Prepared monthly financial reports and delivered them to management, Coordinated daily tasks with suppliers and service providers.
- Handled purchasing procedures and ensured timely payments.

### **Procurement Specialist – Administrative** 2018-2020

#### **New Vision for Electromechanical Contracting | Egypt**

- Managed procurement for multiple projects.
- Coordinated with suppliers to secure competitive Prices
- Updated cost analysis and vendor evaluations.
- Prepared purchase orders and tracked delivery timelines.

### **Generator Maintenance Technician** 2015-2018

#### **New Vision Misr | Egypt**

- Operating and maintaining power generators.
- Followed systems and procedures for HSE such as PTW (Permit to Work), risk assessments and Coordinated with team members to ensure smooth workflow and project progress.
- Maintained records of maintenance activities, tools, and equipment. Assisted in troubleshooting basic mechanical issues.
- Ensured compliance with safety procedures and operational standards.
- Performing preventive and corrective maintenance • Troubleshooting mechanical and electrical faults

### **Administrative Officer power** 2011-2015

#### **tec | Egypt**

- Oversaw staff attendance, reports, and payroll.
- Supervised subcontractors and ensured progress reports were submitted daily, Coordinated site inspections and reported updates to management.

**Administrative Officer – IT Helpdesk****2009 - 2011****Tronics Technology Contracting | Saudi Arabia**

- Provided IT support and maintenance for company systems.
- Organized project documents and assisted project manager.
- Maintained office hardware and networks.
- Supervised data entry and report submission.

**Computer Instructor****2002-2011****Institute of Training s Education | Saudi Arabia**

- Trained students on computer maintenance and software.
- Delivered multiple IT courses (Word, Excel, PowerPoint).

**Administrative Officer****2000-2002****Middle East for Computers s Laptops | Egypt**

- Responsible for administrative tasks and report preparation.
- Assisted in procurement and stock management.

**Computer TechnicianI****Alexandria Computer Systems | Egypt****1999 – 2000**

- Maintained and repaired computer systems (Hardware & Software).
- Provided technical support for clients.

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**EDUCATION**

- Institute of Computer & Commercial Sciences
- Bachelor's Degree in Computer Science & Business Administration Year of Graduation: 2000

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**COURSES**

- ICDL (International Computer Driving License).
- CCNA (Cisco Certified Network Associate)
- English Language Course

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**TECHNICAL SKILLS**

- Microsoft Office, Adobe Photo-shop
- IT Hardware s Software Maintenance
- Administrative s Procurement Systems Report Writing and Data Analysis

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**LANGUAGES**

- Arabic: Native.
- English: Good