

Mohamed Amin Ali Darwish

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Professional Summary:

More than 23 years of professional experience within the fields of Top Management, Supply chain, Procurement, Sales, Customer Service, Collection, Data Base designing, Archiving and Document control in a multinational environment.

- Ability to work in a fast-paced, dynamic environment.
- Ability to generate personal sales and report accurate sales/pipeline data on a regular basis.
- Android developer.
- Build-Up Data bases which regulate all commercial company processes.
- Dynamic, fast learning, hardworking and self-motivated.
- Develop and maintain relationships with key clients and partners.
- Developing and implementing sales and marketing strategies of firms.
- Experience with software and automation tools.
- Excellent verbal and written communication style, with a creative and innovative flair.
- Ensuring that the highest standards of health and safety are considered a priority throughout all stages of the project's life cycle.
- Good knowledge of vendor sourcing practices (researching, evaluating and liaising with vendors).
- Having experience in Document Controlling.
- Hands-on experience with many systems as Billing, ERP, and Data base self-designing.
- High planning, organizing, coordinating, controlling and delegating skills.
- Having experience in presentation, training session, isometric drawing and data analysis.
- Managing the whole team to ensure all projects are on budget and to deadline.
- Manage and train the sales team to achieve sales targets and KPIs.
- Owning a practical in dealing with customers.
- Proven work experience as a procurement, store, Supply chain manager or similar role.
- Proven work experience as a customer service, collection manager or similar role.
- Proven work experience as an archiving, Document control manager or similar role.
- Proven work experience as a data entry, Data base designer or similar role.
- Play a role from scratch of some Gas contractors as a member of board.
- Participate in management of some national projects in Egypt.
- Participate in Planning of phase II of Fayum (FGDP) sales activities against NBE.
- Participate in Internal Auditor for EMS ISO 14001 – 2004 implementation.
- Participates in self and others' education, training and development, as applicable.
- Proven track record in planning and execution of procurement strategies to optimize cost savings and operational efficiency.
- Strong ability to arrange and reconcile data software according hard copies one.
- Solid analytical skills, with the ability to create financial reports and conduct cost analyses.
- Success based on critical and analytical skills and speedy and sound decision making.
- Stay up-to-date with industry trends and best practices.
- Understanding of supply chain procedures.
- Web designer.

Employment History:

➤ January 2021 up to current

Title: **Document Controller**

Of ATHEEL for contracting (A Subsidiary Bin Saedan Group), (RIYADH - KSA)

Accountabilities:

- As required, receive, enter, transmit and file project documentation including, client, vendor and third-party documentation.
- Collecting inputs from department, consultant, sub-contractors and suppliers and recording/distribution as necessary.
- Describing all possible document flow structures in the DC application.
- Ensure all project documentation is processed, transmitted and filed in accordance with the relevant document management system, and can be retrieved in an accurate and timely manner.
- Handover, closeout and archive project documentation on time and in accordance with project requirements.
- Issue responses to correspondence containing routine inquiries.
- Listing out the documents and documenting the project details as logfile.
- Maintain confidentiality in all aspects of contract, vendors and consultant information.
- Manual follow-up with the consultant and suppliers to get an expected schedule for all pending documents.
- Open, sort, and distribute incoming correspondence, including couriers and email.
- Perform general clerical duties to include, but not limited to, copying, mailing, scanning, and filling.
- Perform document control services on various projects.
- Produce and distribute status reports to the project team when required.
- Support technical office in administering work maps or layouts and associated duties.
- Support project manager in administering costing reports and associated duties.

➤ October 2016 up to December 2020

Title: **Supply Chain Manager**

Of FUTURE for Gas, Oil & Renewable Energy, (EGYPT)

Accountabilities:

- Assists in the Physical Inventory or Cycle Counts. Verifies counts/expiry date/lot numbers during rotation of stock.
- Assists in appropriate maintenance of storage/rotation and removal of Expired/Re-called items from the shelves.
- Control of collects/Picks stock items against Pick Slip or after receiving order on Warehouse Management System (VMS).
- Follows all firm's related Policies and Procedures.
- Follow-up Receives/distributes materials, supplies and equipment in the warehouse/store.
- Participates in self and firm's quality improvement plan preferred.
- Uploads trucks and pallets, unpacks crates/materials/supplies and places them in the proper location on the shelves.

➤ **October 2007 up to September 2016**

Title: *Procurement Ass. Section Head*

Of SHABAKAT Gas Co. (A Subsidiary NATGAS of EK Group) then separate organization from 2012, (EGYPT)

Accountabilities:

- Assists with closing out PO line items with receiving invoices from suppliers.
- Arrange and improved procedure department, data base and financing activities.
- Build-Up Data Base which dealing with purchasing, inventory and financing activity related.
- Directly coordinates with the suppliers to initiate Request for Quotations/Proposals and analyze proposed pricing from potential suppliers.
- Enter order details (e.g., vendors, quantities, prices) into internal databases.
- Maintain updated records of purchased products, delivery information and invoices.
- Monitor stock levels and place orders as needed.
- Negotiate contract terms of agreement and pricing.
- Provides administrative support including, but not limited to, supplier reporting, metric data collection, status tracking and reporting, scheduling meetings with suppliers, taking meeting minutes, and file management.
- Prepares Bid Analysis, Cost and Prices Analysis, after administration consent, change orders, and administers subcontracts and purchases or other procurements through close-out as required.
- Review quality of purchased products with department related.
- Track orders and ensure timely delivery.
- Works with internal customers to ensure specifications are appropriate for the services or products required.

➤ **February 2007 up to November 2007**

Title: *Marketing Section Head*

Of TRANS Gas Co. (A member of TAQA Group of Citadel Capital), (EGYPT)

Accountabilities:

- Improve planning of phase I of Kafr El-shihk (Trans Gas) and reconciling of old one.
- Increase performance with + 90% in sales, data base and financing activity within one month.
- Implement Phase I Data Base with Access VBA.
- Scratch sales department and set procedure of sales cycle, data base and financing activities.

➤ **October 2000 up to January 2007**

Title: *Sales and Archive Section Head*

Of FAYUM Gas Company (A member of Shell group Multinational-shell gas and power), (EGYPT)

Accountabilities:

- Assist in Create sales and collection department.
- Build up billing system for Phase II (Access Basic) and managed its.
- Improve the sales, finance, data and archive cycle with decreasing timing with 50%.
- Negotiate with NBE about their need and conflicts.
- Participate in Internal Auditor for EMS ISO 14001 – 2004 implementation.
- Participate in Develop and implement strategies for sales and collection departments.
- Participate in Signed 25,000 contracts 10 months before tome due.
- Signed 3000 contracts of 2 months before tome due (contracting before piping).
- 100% satisfaction against Customer Care performance as detailed in procedures and specific Service level Agreement.

Membership:

- Egyptian syndicate of scientific professions.
- World Business council for sustainable development (WBCSD).

Education and Courses:

- Supply Chain Management (SCM).
- Preparing a simplified feasibility study from EDLAL SITE.
- E-marketing principle for GOOGLE.
- Internal Auditor Training Course for EMS ISO 14001 – 2004 from SGS EGYPT Ltd...
- E-learning SD course from Shell international, WBCSD and Cambridge.
- IS (information security) course, FGC-Shell.
- Sales and collection course, FGC-Shell.
- Defensive driving course, FGC-Shell.
- First aid course, FGC-Shell.
- HSE (Health Safety and Environment) course, FGC-Shell.
- Labor Culture, FGC-Shell.
- Medical Analysis course from Al- Azhar University Faculty of science.
- B.SC. from Al-Azhar University Faculty of science 2000.

Skills:

Computer Skills

- Perfect working knowledge of MS windows and MS office and others.
- Hands-on experience with many systems as Billing, Cloud ERPs and CRM.
- Programming.
- IS knowledge.
- Internet research skills.
- Android developer.
- Web designer.

Language Skills

- Perfect command of Spoken and written Arabic and English.
- Verbal experience with language (German, France)

Communication Skills

- Perfect listening skills.
- Public speaking skills and ability to making presentation.
- Negotiation skills

Personal Data:

Date of birth : January 1st, 1977
Nationality : Egyptian
Marital Status : Married, (Four daughters)
Religion : Muslim
Military Service : Exempted