

# Ahmed Ashraf Ibrahim

## Purchasing Supervisor

✉ Ahmedelharery88@outlook.com ☎ +20 1225781985 📍 New Cairo, Egypt 🇪🇬 Egyptian

🌐 Ahmed Ashraf

### PROFILE

The Purchasing Supervisor oversees and manages the purchasing functions within the main material, FMCG, complementary material, and MRO sectors. This role ensures that the company's procurement needs are met efficiently, cost-effectively, and aligned with organizational goals. The Purchasing Supervisor will lead a team of purchasing professionals, coordinate with suppliers, and implement strategies to optimize procurement processes.

### PROFESSIONAL EXPERIENCE

#### Purchasing Supervisor

*Emaar Misr* 🌐

01/2024 – present

Cairo, Egypt

- Follow up and update the Procedure of the Purchasing Department
- Responsible for purchasing the main material, FMCG, complementary material, MRO, and relative equipment
- Analysis and choosing suppliers according to the requirement of the project, making decisions on purchasing method
- Negotiate contract language independently with input from Purchasing Management, Legal, Risk Management, and Operations/Project Management
- Prepare and present regular reports on purchasing activities, including spend analysis, supplier performance, and procurement efficiency
- Directly supervises supply chain analysts and buyers within the purchasing department
- Coordinate with inventory management teams to ensure adequate stock levels and avoid stockouts or overstock situations.

#### Senior Procurement specialist

*Tameer* 🌐

06/2022 – 01/2024

New Cairo, Egypt

- Researching and identifying prospective suppliers.
- Negotiate with the suppliers to reach the best deal including best prices, quantities, payment terms and time of shipment.
- Liaise with suppliers and project managers regarding updates and details of goods
- Prepare and issue purchase orders and agreements
- Develop and maintain budgets for the purchasing department and ensure that expenses are within the approved limits.
- Analyze invoices to ensure accuracy of goods delivered
- Review all delivery issues and take appropriate corrective action to avoid schedule impact.
- Track inventory and restock goods when needed
- Stay up to date on industry trends and new products

#### Hassan Allam Properties

*Hassan Allam Properties* 🌐

07/2019 – 05/2022

Masr El gdeeda, Egypt

- Identify suppliers of goods and services
- Negotiate terms with suppliers such as price, quality of goods, deadlines, expectations, etc.
- Prepare proposals, request quotes and negotiate purchase terms and conditions
- Analyze invoices to ensure accuracy of goods delivered
- Monitor inventory to ensure the flow of goods remains positive
- Follow up with the stores/ suppliers/ site for material delivery

### EDUCATION

#### Supply chain management

*The American university in cairo* 🌐

04/2023 – 01/2024

New Cairo, Egypt

#### Bachelor of Law

*cairo university* 🌐

2015 – 2019

cairo, Egypt

## CERTIFICATES

---

- CIPM, Certified International Procurement Manager,IPSCMI International purchasing and supply chain management institute

## SKILLS

---

- Cost reduction and savings
- Vendor management and negotiation
- Excellent communication
- Budget Control
- Proficient in [Microsoft office (Word – Excel – Outlook)].

## INTERESTS

---

Drawing | Writing & Reading