

# AHMED HOSSAM MOUSTAFA SABRI

FOREIGN PURCHASING SUPERVISOR | GOOGLE PROJECT MANAGEMENT CERTIFIED |  
GOOGLE IT SUPPORT CERTIFIED AL-ITALIA IMPORT AND EXPORT

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## PROFESSIONAL SUMMARY

Results-driven Foreign Purchasing Supervisor with over 6 years of experience in international procurement, vendor management, and supplier negotiations. Adept at leveraging data analytics to optimize procurement strategies, reduce costs by 12%, and drive supply chain efficiency. Expert in ERP systems (Odoo, SAP, Oracle), with a proven track record of aligning purchasing strategies with organizational goals. Google Project Management and IT Support certified, offering a strong combination of technical expertise and leadership skills to drive results in high-pressure environments.

## EDUCATION

### Bachelor of Tourism and Hotel Management

Fayoum University, Egypt | Graduated in 2015 | Relevant Coursework: Business Operations, Supply Chain Management

## EXPERIENCE

### Foreign Purchaser Supervisor

May 2024 – present | Alitalia Import and export

- Led international procurement operations, traveling to global markets to negotiate and secure favorable deals, resulting in a 12% cost reduction
- Leveraged data analytical skills to assess market trends, evaluate supplier performance, and optimize procurement strategies.
- Collaborated with cross-functional teams to align purchasing activities with production requirements and organizational objectives.
- Monitored international trade regulations and ensured compliance with import/export policies.
- Maintained strong supplier relationships to secure quality products at competitive prices.

### Production Planner

May 2023 – April 2024 | SJI Egypt, Egypt

- Developed and managed production schedules to ensure timely delivery of products while maintaining optimal inventory levels.
- Conducted demand forecasting to align production output with market requirements and minimize waste.
- Coordinated with cross-functional teams, including procurement, operations, and quality control, to streamline production workflows.
- Monitored and analyzed production metrics to identify and implement process improvements.
- Ensured compliance with production deadlines while addressing potential bottlenecks and resource constraints.

### Purchasing Assistant Supervisor

Sep 2022 – April 2024 | SJI Egypt, Egypt

- Streamlined procurement processes to ensure cost-effectiveness while maintaining high-quality standards for materials and services.
- Conducted supplier evaluations, negotiated favorable terms, and managed vendor relationships to secure optimal agreements.
- Collaborated with cross-functional teams, including production, logistics, and quality assurance, to align purchasing activities with operational goals.
- Monitored market trends and conducted cost analyses to support data-driven purchasing decisions.
- Ensured timely delivery of materials by proactively managing purchase orders and addressing potential supply chain disruptions.

### Foreign Purchase Specialist

May 2018 – Aug 2022 | Alitalia Import and Export, Egypt

- Processed purchasing orders based on specified POs, ensuring alignment with stated specifications and delivery timelines.
- Maintained a supplier network, building and nurturing relationships with both local and international vendors, leading to a 15% improvement in delivery time reliability.
- Negotiated effectively with suppliers to secure favorable pricing, quality standards, and delivery schedules.
- Oversaw contracts with service providers, ensuring compliance and timely execution.
- Monitored inventory levels, managed the supply chain, and coordinated logistics, including customs clearance and warehouse delivery.
- Ensured accurate documentation of invoices for payment processing and produced detailed procurement and inventory reports.
- Supported continuous improvement initiatives by identifying cost-saving opportunities and optimizing procurement workflows.

## National Sales Specialist

Jan 2018 – Jan 2020 | Alitalia Import and Export, Egypt

- Managed and expanded the company's sales network across national markets, driving revenue growth and customer retention.
- Conducted market research to identify sales opportunities and develop strategies to target key customer segments.
- Built and maintained strong relationships with clients, addressing their needs and ensuring high satisfaction levels.
- Collaborated with the sales team to achieve monthly and annual sales targets through effective planning and execution.
- Prepared and presented detailed sales reports, forecasts, and analysis to senior management.
- Monitored competitor activities and provided insights to refine sales strategies and maintain market competitiveness.

## Sales Representative

Jul 2017 – Jun 2018 | Vodafone Egypt

- Delivered exceptional customer service by understanding consumer needs and providing tailored product recommendations and solutions.
- Proactively engaged with in-store customers to help, demonstrate product features, and discuss available alternatives, including financing options.
- Achieving sales targets by leveraging product knowledge and market insights to drive customer interest and purchases.
- Maintained store sections in a presentable and well-stocked condition to enhance the shopping experience.
- Collaborated with team members to ensure seamless customer service and resolve any client concerns effectively.
- Participated in sales meetings, contributed to inventory counts, and monitored sales activities to identify opportunities for improvement.
- Built trust-based relationships with customers to encourage repeat business and a positive brand reputation.

## Maintenance Technician

Sep 2015 – Jan 2016 | B. Tech Egypt, Egypt

- Performed routine maintenance and troubleshooting for electronic and mechanical systems to ensure optimal functionality.
- Diagnosed and repaired technical issues, minimizing downtime and maintaining high equipment performance standards.
- Conducted preventive maintenance tasks to extend the lifespan of appliances and systems.
- Collaborated with team members to identify and resolve recurring maintenance challenges.
- Maintained accurate logs of repairs and service schedules, ensuring compliance with company protocols.

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## CERTIFICATIONS

**Google Project Management Certificate** | [View Certificate] (<https://coursera.org/verify/professional-cert/5YKFF7MNG39K>)

**Google IT Support Certificate** | [View Certificate] (<https://coursera.org/verify/professional-cert/CDGKUE2VWUUAU>)

**Strategic Sourcing** | [View Certificate] (<https://coursera.org/verify/593PNJ6UFCB6>)

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## Skills

- **Technical Skills:** MS Office Suite (Excel, Word, PowerPoint), Odoo ERP, SAP, Oracle, Python
- **Procurement & Purchasing:** Foreign Purchasing, Supplier Negotiation, Cost Reduction, Vendor Management, Sourcing Strategies, Contract Management
- **Operations & Planning:** Production Scheduling, Inventory Management, Demand Forecasting, Cross-Functional Collaboration, Process Improvement
- **Data & IT Skills:** Data Analytics (Excel, SQL), ERP Systems Integration, Automation with Python, IT Support
- **Soft Skills:** Time Management, Adaptability, Problem-Solving, Communication, Leadership
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