



Basma Mamdouh Kamel

Civil Engineer, Assuit University, 2017

CONTACT

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SKILLS

- Ability To Work Under Pressure.
- Ability To Market.
- Have The Total Ability And Desire To Learn And Upgrade.

HOBBIES

- Reading
- piano
- violin
- Calligraphy
- Yoga

SUMMARY

• I am seeking a challenging and rewarding position according to my academic background whereby I can apply and develop my skills and to improve my experience.

EXPERIENCES

• T.O Engineer, procurement Manager's Assistant, DC **9/2021 - to now**

BUILD UP CONSTRUCTION. - Nasr City

- Prepare bill of quantities and pricing.
- prepare and follow-up the documentation for claims and variation order and follow-up the documentation for claims and variation in order.
- preparing monthly report presenting the current situation of executed work.
- follow up and log the cashing of invoices from the client.
- Manage suppliers to meet objectives related to cost, delivery performance, schedule and quality.
- Adopt appropriate supplier management methodologies and procurement strategies in purchasing to secure better prices.
- Handle material submittals, document transmittals, design drawings, and shop drawings for obtaining relevant signatures, and handing it to the relevant personnel and/or project consultant.
- Create and maintain a log of all submittals and transmittals for future reference.
- create monthly performance reviews and reports focusing on overall sourcing requirements.
- Define and maintain documented category and supplier strategies using market and competitive data.
- Copy, scan and store documents and Create templates for future use.
- Manage the flow of documentation within the organization.

LANGUAGES

- English Good
- French Beginner
- Arabic-Native Language.

• Procurement Engineer

3/2020 – 9/2021

AIGAMMAL CONTRACTING. – AL Haram , Giza

- Analyze all suppliers in order to select the most suitable suppliers who are able to deliver high quality products at competitive pricing.
- Manage suppliers to meet objectives related to cost, delivery performance, schedule and quality.
- Define and maintain documented category and supplier strategies using market and competitive data.
- perform regular performance review with suppliers to drive continuous improvements.
- create monthly performance reviews and reports focusing on overall sourcing requirements.
- Ensure commercial, legal and contractual compliances in all the procurement transactions.
- Adopt appropriate supplier management methodologies and procurement strategies in purchasing to secure better prices.
- coordinate with vendor on continuous quality improvement.
- Total value of purchase orders and contracts for contractors is 20,000,000 L.E till now.

EDUCATION

•Faculty of Engineering, Assuit university 2017, Bachelor's degree in Civil Engineering.

•**Project: Analysis of Concrete Structures.**

INTERSHIPS

•Site Engineer

10/2017 – 12/2017

•**Arab Contractors – Sohag**

•Site Training.

COURSES

•Technical office Course And AUTOCAD 2014 @ BENAA Academy – Instructor Eng. MOSTAFA AFIFI

•ERP SYSTEM (NAMA SOFT) @Egyptian certified public accounts (ECPA)

• Microsoft project, Microsoft Outlook, Microsoft word, PowerPoint.