

AHMED SAID EL-BARDISSY

20, AHMED KASEM GOUDA STREET- NASR CITY.CAIRO, EGYPT (Currently Bahrain Based)

E- MAIL: bardissy78@yahoo.com

Bahrain Cell: +973.3887.8389

Egypt Cell: +2 012 6911180 (Not active)

OBJECTIVE

Seeking a challenging position where I can exploit my experience, develop my abilities and skills to achieve my career goals and ambitions within a well-established organization.

PROFESSIONAL EXPERIENCE

BERBA S.P.C

A Division of BERBA PETRO Oman

www.berba-petro.com

Manama, Bahrain

Apr 2019 – Present

"Shared Services Manager"

- Accountable for the development and management of the supply chain including but not limited to planning, forecasting, procurement/sourcing, logistics and transportation.
- Accountable for revenue forecasting, invoicing and collection.
- Assist in resolving invoices disputes (if any) and other hitches for smooth operations.
- Accountable for creation and implementation of policies and procedures for all shared services activities in accordance with legal requirements.
- Establish and maintain effective working relationships and communication with coworkers and vendors.
- Ensure all customs duties and taxation laws are adhered along with provision of relevant documentation.
- Review orders for completeness, accuracy and quality.
- Managing supplier contracts and pricing and their implementation.
- Generate and update monthly Income-statement report.
- Liaise with management on budget preparation and cost control.
- Provide recommendations to improve efficiency & quality of operations.

"Supply Chain & J.D. Edwards Manager"

- Efficiently communicating & overseeing aspects of inventory, logistics, procurement, and transportation processes, bringing them into contact with people from across the corporate spectrum.
- Ability to Analyze Data– Whether it is statistical data, sales figures or quarterly finance information.
- Maintaining healthy relationships with key players, negotiations with vendors and managing the supply chain process from raw material to end user.
- Investigating third-party service providers, examining transportation initiatives, performing contract administration duties and doing supplier site audits.
- Ability to understand financial income statements & liaising with Area and Financial Management when required.
- Ability to really listen to customers for providing great service.
- Capability of Problem-solving by determining the source of a problem and find an effective solution through key problem solving, e.g. Active listening, Analyzing, Communicating, Decision making, etc...
- The provision and publication of consistent supply chain process and procedures across the entire country business that is consistent with regional policies and procedures where possible.
- Responsible for the integrity of Supply Chain related JDE Data and the accuracy of data input into JDE.
- Apply recommendations to improve productivity, quality, and efficiency of operations
- Prepare budgets for logistics activities and operate within approved guidelines.
- Develop and recommend improvements in supply and warehouse practices to promote greater efficiency.
- Ensure inventory control is undertaken at an agreed level to be cost effective while meeting customer needs.
- Review inventory reports and excess stock lists to provide data to Business Units to initiate improvement in inventory levels and to assist with corrective measures to restore a satisfactory balance.
- Ensure the appropriate inspection of incoming material against orders and specifications for correctness and arrange for return of defective material in case of.

"Supply Chain Supervisor – Eastern Hemisphere"

- Lead focal for smooth running of Central Procurement & Logistics activities of ALS /EH.
- Periodic watch logbooks and make sure it meets KPI measures / points.
- Involve in supply chain movements making sure shipments are sent to their ultimate destination with best possible means in most cost-effective way trying to meet their required delivery dates.
- Train and orient new members in taking their new assignments and guiding them on company's policy and procedures.
- Follow up GOA policy and make sure orders are being executed in line with same.
- Review and sign all outgoing Purchase Orders.
- Liaise with EH basis on shipment movements and assist on critical shipping issues.
- Liaise with freight forwarders on freight movements and have periodic meetings, guiding them about company's requirement on freights (deferred, console and / direct).
- Involvement in management meeting on forecast, logistics, procurement and revenue recognition.
- As part of procurement team, assure goods are being purchased in most cost-effective way without compromise on quality and meeting required delivery dates

"Regional Logistics Supervisor– Middle East / North Africa"

- Liaise with Support Services Supervisors and Operations Supervisors to ensure applicable parts and stock levels are maintained on the shelf.
- Ensure that equipment needs are identified at the earliest possible stage and carry out the necessary action to ensure that equipment is made readily available on hand.
- Maintain documentation for all equipment received into the building.
- Maintain purchase order and receipt documentation.
- Maintain inventory records with respect to quantities, value, turnover and physical location.
- Maintain a physical assets inventory with depreciated values for ALS running tools.
- Order goods to maintain predefined on-hand stock levels.
- Create and maintain storage of all spares and consumable items in the appropriate manner.
- Adjust stock levels as goods are received and consumables are depleted.

- Primary point for all inwards receipts and responsible for ensuring Support Service Supervisor is advised of receipts and necessary systems updated.
- Undertaking any required training to a satisfactory level of achievement.
- Demonstrate a personal commitment to Health, Safety and the Environment.
- Apply Weatherford, and where appropriate Client Company's, Health, Safety & Environment Policy and Safety Management Systems.

Weatherford Oil Tool Middle East Ltd.
Multinational American Petroleum Services Co.

www.weatherford.com
Dubai, UAE
Nov 2008 - Apr 2009

"Artificial Lifting System Regional Coordinator – Middle East / North Africa"

- In-Charge of all ALS orders and Logistics for Middle East and North Africa countries.
- Managing and coordinating all aspects of Middle East Customers Orders.
- Oversees and expedites ALS purchasing process by communicating with vendors, obtaining quotes and determining billing issues.
- Responsible for preparing monthly and quarterly Forecast showing expected month revenue.
- Maintaining proper Log sheets for all customer orders on hand.

Weatherford Services Free Zone
Multinational American Petroleum Services Co.

www.weatherford.com
Cairo, Egypt
Oct 2007- Nov 2008

"Senior Purchasing Agent"

- Order Parts, Supplies, Equipment and Services.
- Handle Shipping and receiving activities.
- Check all shipping documents to make sure that all data and other terms are matching the Purchase Order.
- Estimate freight charges from the weight and dimensions of the goods and decide shipping mode whether to ship via Ocean, Air and/or Land, etc. depending on how materials urgency.
- Instruct suppliers and/or Freight Forwarder how to ship the orders and follow up with them on weekly basis all shipments status.
- Make sure to receive all original shipping documents prior to shipments arrival.
- Follow up with Customs Dep. regarding clearance of the shipments.

- Work with internal and external customers to accomplish their supply, equipment and services needs.
- Prepare long term & short term plans for equipments required for the operations.
- Assists and follows up with the Dep. Manager all purchasing issues and activities.
- Coordinate with Purchasing Agents daily purchasing & logistics processes.
- Coordinating and controlling the order cycle and associated information systems.

Scimitar Production Egypt LTD

Multinational Canadian Petroleum Co. (Subsidiary of Rally Energy corp.)

www.rallyenergy.com

Cairo, Egypt

Apr 2006 - Sep 2007

"Asst. Procurement Manager"

- Plan & design Procurement activities cycle.
- Evaluate formal bid proposal process and recommend awards.
- Prepare all forms required for the procurement activities.
- Recommend final awards for purchase orders.
- Managing all Purchasing activities, both local & foreign.
- Prepare long term plans & short term plans for oilfield equipments required for the operations.
- Manage all logistic activities for foreign purchased items.
- Establish & maintain long term relations with vendors, contractors, C/Clearance agents.
- Develop through reporting to top management Purchasing, Logistic activities.
- On-line processing & receipt of low value purchase orders.
- Check receipted orders for payment.

Scimitar Production Egypt LTD

Multinational Canadian Petroleum Co. (Subsidiary of Rally Energy corp.)

www.rallyenergy.com**Cairo, Egypt****Jan 2005 - Apr 2006****"Senior Purchaser"**

- Research, develop bid proposals, specifications and negotiate terms prices.
- Reviewing requisitions and developing specifications to permit competitive procurement of non-complex items.
- Oversee formal bid proposal process, evaluate responses, and recommend awards.
- Responsible for development maintenance of advantage purchasing system file and file maintenance of commodity, vendor tables and annual commodity projections.
- Receive and review invoices for payment, match invoices with purchase orders and receiving documentation, review proper department account charge numbers and submit for payment.
- Resolve pricing discrepancies, delivery problems, problem requisitions and purchase orders.
- Maintain directory of vendors and current associated catalogs.
- Assist in authorize final approval for purchase orders.

Scimitar Production Egypt LTD

Multinational Canadian Petroleum Co. (Subsidiary of Rally Energy corp.)

www.rallyenergy.com**Cairo, Egypt****Apr 2004 - Jan 2005****"Purchasing assistant"**

- Soliciting written and telephone quotations.
- Interviewing salespersons and vendors.
- Assisting in tabulating bids.
- Expediting deliveries.
- Seeking new sources of supply.
- Review and record purchase orders for proper authorizations and maintaining purchasing files.
- Obtain formal and informal quotes from various sources for items to be purchased, prepare purchase orders, and receive items ordered and distribute.
- Assist in vendor statement reconciliations; respond to inquiries from vendors regarding payment.
- Use and processing of requisitions, purchase orders, invoices and related documents.
- Communicate effectively both orally and in writing.
- Meet schedules and timelines.

PORTA Egypt for Packaging Materials

**Cairo, Egypt
Feb 2003 - Feb 2004**

"Warehouse Supervisor"

- In- charge of the overall operation of supplying the operation with the raw materials and inks.
- In-charge of receiving the goods from suppliers.
- In-charge of receiving the final product from the factory and dispatching it to the clients.
- Issuance of daily reports showing number of cases received and dispatched plus up dating the system.
- Taking on and handling over to the next shift.

Transecare Gulf Logistics Egypt LLC, JSE Supply Chain and Gillette Distribution Ltd.

**Cairo, Egypt
Jul 2000 - Nov 2001**

"Depot Manager"

- In-Charge of the overall operation of receiving the inventory and distributing it to the distributors and stores of Gillette Distribution Limited and JSE Supply Chain.
- Ensuring proper attendance of employees.
- Controlling the procedures of receiving and shipping of the goods.
- Reviewing a proper maintenance of filling records.
- Administering the import activity of Gillette products.
- Issuance of reports re the volume of activity of shipments and receipts.
- Issuance of reports re the employees attendance and absences and other personal issues.
- In-charge of the overall operation of the inventory system in Gillette Distribution Ltd.
- Issuance of reports re the volume of distributing at the end of each month.
- Issuance of daily reports for the number of cases and orders received and picked.

"Warehouse Supervisor"

- Supervision of the appropriate processing of the orders.
- Control of the shipping and receiving to ensure correct orders quantities and brands are loaded and offloaded.
- Maintaining proper filing records for the goods received and dispatched.
- Ensure authorizations are in place for the shipping and receiving of the warehouse inventory.
- Overseeing all night shift operations in the warehouse.
- Controlling the attendance of the warehouse employees (sick leaves, surprise check, absences, etc...)
- Taking on and handling over of the night shift to the following shift manager.
- Issuance of daily reports for the number of cases and orders received and picked.

TRAINING & COURSES ATTENDED

- Operations Risk Management
- Essential Risk Management
- Weatherford Performances Tracking System
- J.D. Edwards – Supply Chain Modules
- Managing Supplier Performance "Next Level Purchasing (Online Course)"
- French Discussion "American University in Cairo"
- English conversation and translation Course "American University in Cairo"
- Agiba Petroleum Co. "Legal Affairs Department"

PROFESSIONAL SKILLS

- Qualified as a JD Edwards Super User.
- Have excellent organizational skills
- Able to multi-task while remaining calm and professional.
- Able to work with people at all levels, particularly senior management.

- Flexible and adaptable.
- Have excellent communication skills.
- Tactful and discreet as I could be dealing with confidential information.
- Have an interest in business.
- Qualified as a First Aide from St. John Ambulance Comity in UK.

EDUCATIONAL BACKGROUND

POST GRADUATE STUDIES

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|----|---------------|--|
| I. | Certificate | : Masters in Logistics & Supply Chain Management. |
| | Date received | : September 2007. |
| | University | : The Arab Academy for Science, Technology & Maritime Transport. |

GRADUATE STUDIES

- | | | |
|------|---------------|--|
| II. | Certificate | : B.A. of Law. |
| | Date received | : October 2004. |
| | University | : Faculty of Law - Ain Shams University. |
| III. | Certificate | : Hi School |
| | Date received | : July, 1995. |
| | School | : St. Fatima Language School |

COMPUTER SKILLS

High level computer literacy covering the following:

- Operating systems (Windows and MacOS)
- Office suites (Microsoft Office)
- Presentation software (PowerPoint)
- Communication and collaboration tools (Outlook, Lync, Skype, etc.)
- Web and Social Networks.

LANGUAGES

- Arabic: Native Language.
- English: Fluent.
- French: Fair

Key Responsibilities

- Manage day by day operation on site.
- Understand customs requirements and develop operational procedures to compliment
- Manage purchasing requirements of operations.
- Provide operational management information KPI packs.
- Ensure operational project time scales are heard to.

PERSONAL DATA

- Marital Status: Married with dependent
- Date of Birth: Sept 11th,1978
- Nationality: Egyptian
- Military Service: Exempted
- Religion: Muslim

REFERENCES

Available upon request