

# HAZEM AHMED ABOU NAZEL

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## Objective

Seeking a challenging position in a reputable organization where my skills, academic background and previous work experience can be utilized and developed, thus I can add value to the organization.

## Personal Data

- Date of Birth: 10/04/1984.
- Place of Birth: Giza - Egypt.
- Gender: Male.
- Religion: Muslim.
- Nationality: Egyptian.
- Marital Status: Single.
- Military Service: Exempted.

## Education

- Bachelor of Engineering - Cairo University (Egypt). May 2006
- Major: Civil Engineering.
- Graduation Year: May 2006.
- Last Year Grade: Good.
- Project: Sanitary and Environmental Engineering.
- Project Grade: Excellent.
- Project Content (Design of Water purification plant and Sewage water treatment plant, and Plants' components).

## Professional Experience

### **ALGIHAZ HOLDING.**

April 2022 to Current

#### **Procurement Manager (Aramco Project)**

- Managing end-to-end the procurement process from reading and understanding ERPs to preparing RFPs / RFQs, sourcing vendors and all bid bullets under it.
- Preparing forms, comparison sheets, review and short-listing of offers, and evaluation process.
- Coordination, follow-up, and clearance of all technical evaluation comments of the short-listed offers with the suppliers and subcontractors.
- Driving commercial negotiations and finalization of Terms & Conditions with the nominated vendors.
- Issuing contracts and purchase orders.
- Following up on different aspects of the procurement process such as: Technical Submittals, Clients' Approvals, Release for Manufacturing.
- Following up and coordinating all activities on the required Sites including Supervision of Installation, Site Testing & Commissioning, Training, Site Visits, OEMs / Suppliers Technical Field Advisors (TFAs), Delivery of Spare Parts & NMRs, etc.
- Preparing reports and managing financials.
- Managing all vendors' activities.
- Coordinating and aligning with the Tendering Department on all procurement activities as per tenders' scope of work.
- Analyzing and sorting out all procurement's contractual claims.
- Analyzing and reporting achievements and performance.
- Reducing the cost of expenditure.
- Reducing supply risk to ensure supply continuity.
- Elevating the role of procurement.

### **ELSEWEDY POWER SYSTEM PROJECTS COMPANY (PSP)**

April 2018 to April 2022

#### **Procurement and Sourcing Section Head.**

- Responsible for the development, implementation, management, and performance of sourcing strategies within the civil works Category, to meet business goals and objectives.
- Manages the assessment, selection, and development of strategic suppliers to meet commodity cost and performance goals.
- Managing supplier relationships, performing root cause analysis and resolutions, developing and monitoring supplier improvement plans.
- Establishes a strong network and fosters collaboration with clients, suppliers, key stakeholders, and team members.

- Research and benchmarks current commodity market conditions/trends, developing technologies, supply chain capacity/capability, product knowledge, client requirements and supply/demand challenges.
- Responsible for the procurement of contracts including the management of cost, schedule, and performance parameters, developing contract specifications, work statements, and terms & conditions.
- Create spreadsheets with vendor & product or service comparisons of prospective suppliers to support management decisions.
- Maintains vendor performance database and report metrics to Supply Chain Management.
- Prepare the vendor list and update and approved it with execution section heads and construction G.M

**EMC "Egyptian Maintenance Company" – AIBEL EGYPT**

October 2009 to April 2018

**Proposals and Cost Estimation Section Head (Pre-Sales).**

- Research and build relationships with new clients.
- Maintaining relationships with existing clients.
- Market study and searching for a new inquiry.
- Preparing daily workloads for staff & coordinating the daily allocation of work.
- Conducting & handling different kinds of proposals & technical studies.
- Following up preparation of all correspondences and clarifications during proposing phase or client evaluation phase.
- Identify and prepare all essential documentation.
- Following up with financial, legal affairs, contracts & procurement departments specifying each department area of concern & scope of tenders.
- Dealing with subcontractors and studying their offers.
- Following up preparation of EMC proposals in compliance with client's instructions and requirements.
- Following up cost estimate to fully cover scope of work and assure that prices cover all the services required.
- Design different cost templates & handling cost estimates for all tenders.
- Following up the ANR for awarded tenders to be handed over to execution department.
- Sharing different types of long-term contracts & service agreements from negotiation phase till handling it to the operation department.
- Contributing the proposals sector statistics (Monthly reports, Quarter reports & Annual reports) that show (the values of orders received for the company, the hit rate & the total market share) that have a great effect to direct our strategy.

- Prepare different levels of schedules in accordance with project work breakdown structure and client/contract requirements.
- Develops and maintains a detailed project schedule which includes administrative tasks and all sites involved in the project.
- Establish progress reporting requirements in accordance with section instructions and project requirements including the definition of software applications on the project.
- Participation in team meetings.
- Coordinate meetings, including expense reports.
- Maintain project manager's calendars.
- Prepare and/or edit minutes of meetings, presentations, and tables.
- Ensure coordination of the interfaces of all disciplines.
- Responsible to track project changes and produces updated site-based schedule as agreed with engineering and project management.
- Review of projects' budgets.
- Responsible to take input from the project engineers to develop and maintain the detailed schedule.
- Prepare periodical progress reports and present data to Top Management in progress review meetings.
- Review and preparation of weekly follow up reports.
- Monitor the project progress and milestones and analyze causes of deviation from schedules (if any) and propose alternative courses of action needed to overcome delays.
- Coordinate, maintain and update project schedules, progress curves, man-hour expenditure and performance analysis curves/reports.
- Coordinate the function of progress reporting with discipline lead engineers to ensure timely transfer of progress information.
- Review and preparation of area rolling forecast.

Language Skills

- Arabic: Mother Tongue
- English: Fluent