OMAR ELRAKAIBY

Procurement Specialist | Accounting & Supply Chain

Location: Alexandria, Egypt
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PROFESSIONAL SUMMARY

Procurement Specialist with 8+ years of professional experience at Alexandria Container & Cargo Handling Company, backed by an academic background in Accounting. Experienced in procurement, expense control, revenue operations, financial document review, supplier coordination, quotation comparison, purchase orders, and supply chain activities. Progressed through 7 years in Expense Control, 6 months in Revenue, and currently working as a Procurement Specialist within the Supply Chain Sector.

PROFESSIONAL EXPERIENCE

Alexandria Container & Cargo Handling Company

2018 – Present | Alexandria, Egypt

Procurement Specialist – Supply Chain Sector | Current Position

- Handle and follow up on procurement activities according to internal requirements and procedures.
- Receive and review purchase requests from different departments.
- Coordinate with suppliers regarding quotations, availability, specifications, and delivery schedules.
- Compare supplier quotations based on price, specifications, quantity, delivery time, warranty, and payment terms.
- Follow up on Purchase Orders and supplier commitments.
- Coordinate with requesting departments, suppliers, stores, and other relevant departments.
- Follow up on receiving goods and verifying quantities and specifications.
- Review supplier invoices and supporting documents.

Expense Control Department | 7 Years

- Reviewed and monitored company expenses and related financial transactions.
- Examined supporting documents to ensure completeness and accuracy.
- Reviewed expense transactions in accordance with applicable procedures and regulations.
- Followed up on financial documents and coordinated with relevant departments.
- Prepared and reviewed expense-related data and reports.

Revenue Department | 6 Months

- Reviewed revenue-related transactions and supporting documents.
- Followed up on revenue records and financial data.
- Assisted in reviewing and verifying revenue transactions.

EDUCATION

Bachelor of Commerce – Accounting Department

Damanhour University | 2016

CORE SKILLS

- Procurement & Purchasing
- Supply Chain Operations
- Supplier Management
- RFQ & Quotation Comparison
- Purchase Orders (PO)
- Purchase Requests (PR)
- Expense Control
- Revenue Operations
- Financial Document Review
- Invoice Verification
- Internal Controls
- Microsoft Excel
- Microsoft Office
- Cross-functional Coordination
- Negotiation & Follow-up

- Problem Solving

PROCUREMENT KNOWLEDGE

Procurement Cycle: Purchase Request (PR) → Request for Quotation (RFQ) → Supplier Quotations → Quotation Comparison → Supplier Selection → Purchase Order (PO) → Receiving & Inspection → Invoice Review → Payment

LANGUAGES

Arabic: Native English: Good

PROFESSIONAL STRENGTHS

- Strong financial and analytical background.
- Practical experience in both finance and procurement functions.
- Good understanding of purchasing procedures and documentation.
- Ability to analyze supplier quotations and commercial terms.
- Strong follow-up and coordination skills.
- Ability to work under pressure and meet deadlines.

CAREER OBJECTIVE

To obtain a challenging position in Procurement, Supply Chain, Accounting, or Finance where I can utilize my practical experience, develop my professional skills, and contribute to improving operational and financial efficiency.