

# Moustafa Ragab

Senior Purchasing Manager

Phone number / 0528733177    [mostafa.ragab1985@gmail.com](mailto:mostafa.ragab1985@gmail.com)

**8 years' Experience in Emirates**

**UAE driving license**



## Summary:

- Achieved great results during my work in food industry in top range Hotels, and restaurants , where I managed to reduce the cost with Average of 15 to 20 percent
- Employee of the year award was achieved as an outcome of the outstanding results
- Improved relationship with supplier which facilitates payment terms and credit applications

## Career Objective

- More than 14 years of experience in various facets of procuring materials from national and international markets.
- Experienced with inviting and allotting tenders.
- Expertise in developing local vendors, reducing the cost of procurement of material.
- Experienced with implementing systems of inventory management avoiding over- stocking or wastage

## Work experience

### **Purchasing and Procurement manager Feb 2023 – Till Date Emirates Catering Services LLC, RAK & Fujairah & Abu Dhabi**

Managing kitchens, preparing meals for companies and Factories and hotels, and holding parties.

- Manage and supervise the entire Purchasing operation in accordance with the departmental policies and procedures.
- Procurement of raw material from national and international market.
- Development of alternative local sources for imported raw materials which helps in cost saving.
- Manage the database of active local contracts with suppliers and managing maintenance contracts
- Purchasing equipment for restaurant and hotels that managed under Emirates Catering Services.
- Liaison with finance department for timely payment of bills.
- Developing reports on procurement and usage of material for top management.

### **Purchasing manager July 2021 –Dec 2022**

#### **Star Global for restaurant management Egy**

Responsible of opening, training and running restaurants with high standards

### **Senior Procurement Manager    Jan 2018-Till April 2021**

#### **Dynamic Hospitality (Hotels & Restaurants & Catering) Management, Dubai**

## Computer Skills

- Expert knowledge in using Microsoft Windows
- Expert knowledge in using Microsoft Power Point
- Expert knowledge in using Microsoft Word
- Expert knowledge in using Microsoft Excel
- Excellent user of internet and search engines

## SKILLS

- Manage time effectively
- Excellent in communicating with clients in English and Arabic languages - Adaptability
- Attention to detail
- Excellent organizational skills
- Fast learner
- Leadership skills

## Language skills

Arabic: Mother tongue  
English: Fluent Speaker

## Training

\*Training in Payable Accounting.

\*Training in Cost

Accounting & Stores.

\*Food Safety

\*Training (HACCP)

Training course on dealing with firefighting equipment (Civil Defense)

- Setting up the weekly, monthly, quarterly procurement plan.
- Procurement of raw material from national and international market.
- Development of alternative local sources for imported raw materials which helps in cost saving.
- Purchasing equipment for restaurant and hotels that managed under Dynamic Hospitality Company.
- Planning and budgeting of purchase functions, involving cost estimation, contract negotiations
- Implementing systems to avoid situations like over-stocking or out-of-stock which cause production and financial losses.
- Liaison with finance department for timely payment of bills.
- Developing reports on procurement and usage of material for top management.

**Supervisor** **May 2014- Till Dec 2017**  
**Ghaya Grand Hotel (5 Star Hotel), Dubai**

- Manage and supervise the entire Purchasing operation in accordance with the departmental policies and procedures
- Ensure that the best products, goods, and services are being sourced and purchased at the competitive quotations as per the hotel requirements
- Maintain excellent relationship with the suppliers and contact them regularly to renegotiate contracts and achieve the most favorable prices
- Complete market surveys to determine if there are any changes and prepare reports regarding market condition and merchandise costs
- Manage the database of active local contracts with suppliers
- Maintain abreast of changes affecting both the supply and demand of products and materials taking into consideration the hotel usage
- Supervise the operation of the stores, compile accurate stock records, and maintain proper records of requisition and replenishment transactions

**Restaurant Manager** **2013-2014**

Crispy Meal Restaurant Chain, KSA

- Responsible for hiring and on-boarding process that included but not limited to interviewing and training of staff.
- Motivated staff through acknowledgment of hard work, achievements and instilling accountability while leading by example.
- Provided coaching and counseling for staff as needed which developed an efficient and respectful team.

**Assistant Purchasing Manager** **2009-2013**

Stella Resort & Spa Makadi Red Sea

- Monitor stock levels and identify purchasing needs
- Research potential vendors
- Track orders and ensure timely delivery
- Update internal databases with order details (dates, vendors, quantities, discounts)
- Conduct market research to identify pricing trends
- Evaluate offers from vendors and negotiate better prices

**Systems & Applications**

- Materials Control.ver.8.6.01 (Hotel Stella Makadi)
- Procure System (Hotel Stella Makadi).

**Certificates**

- **Ghaya Grand Hotel** Dubai (Opening Team)
- **Stella Resort & Spa** Makadi Red Sea (Opening Team)

**•.Personal Information**

- **Date of Birth:** 07 July 1985
- **Nationality:** Egypt

- Prepare cost analyses
- Maintain updated records of invoices and contracts
- Follow up with suppliers, as needed, to confirm or change orders
- Liaise with warehouse staff to ensure all products arrive in good condition

**Education**

Bachelor of Accounting, Faculty of Commerce (Management 2004-2009 Information Systems)  
Alexandria Academy of Management and Accounting and Business Administration

