

# Awad Raya

Human Resource Specialist

## contact

Damitta



## Education

(May 2012)

**Bachelor's degree in accounting**

*Graduated with a good grade*

Nile University for Science

## Training & Courses

- ICDL
- HR Diploma
- Odoo Implementor Cours

## key skills

Microsoft Office



English



Internet search



Peachtree



Odoo ERB System



Team leadership&Communication



## profile

Human Resources Specialist with 0+ years of experience. Eager to support The Company in building a highly efficient team of professionals by leveraging my skills in personnel recruitment and retention.

## professional experience

**(March 2020 - till now)**

**Hr Generalist**

Expert Limited LLC - KSA / Cairo

- Creating, implementing, and evaluating all human resource department policies, procedures, and structures.
- Managing health and life insurance programs.
- Designing and implementing effective training and development plans.
- Performing quarterly and annual employee performance reviews.
- Ensuring all employee records are maintained and updated with new hire information or changes in employment status.
- Identifying the company's hiring needs and managing the recruitment process to ensure it runs smoothly.
- Tracking department budgets.
- Responding to employees' queries and resolving issues in a timely and professional manner.

---

**(May 2013 – August 2019)**

**Procurement Manger**

Transmission Line Electro-Mechanical Works LLC - Dubai

- Responsible for plans, organizes and manages the procurement process for all projects.
- Ensures that the procurement process is in adherence to company and Site requirements, company policies and procedures to ensure successful delivery of project requirements.
- Interface with other departments and vendors for all matters related to the procurement of Projects materials.

## Other skills

Valid driver's license from Dubai  
& Egypt also, I have my car

- Handle and manage Project RFQ's and PO administration to final delivery and PO close out
- Oversees all Procurement activities associated with the effective purchasing of Project requirements by the Procurement Department in accordance with Project or end user schedules, specifications and budgets.
- Provide procurement support for Bids, and when necessary, participate in bid reviews and evaluations
- Develop and maintain a commercially sound Vendor base, survey the market for new supply sources including non-traditional ones and maintain Project "Approved Vendor List".
- Evaluate vendor performance on continuous basis
- Monitor and review market conditions and price & delivery trends for Project materials and equipment's.
- Identify training and OD needs for the Procurement team personnel and undertake performance appraisals
- Set up and negotiated contracts to obtain favorable pricing. preparing purchase order

---

**(September ۲۰۱۲ – march ۲۰۱۳)**

**secretary & Junior accountant**

Al Mohands for building material LLC-Egypt

- Maintaining a general ledger by inputting daily financial transactions