**Mohammed Ezzat Elbarbari, Phone number: +966567398725**

**Tendering Manager, Chief Financial Officer, Risk Manager, Address: Riyadh City, Saudi Arabia**

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**Profile & Objective:**

High level of scientific, practical and management achievement more than twelve (12) years in the field of provide services ( maintenance and cleaning) such as, Project Management service (Analysis of client’s requirements, Evaluation of Contractor's Bids for Clients, as well as Following project management items were prepared/used: such as Weekly expended man –hours report, Manpower profile, Man-hour expenditure, Overall project progress, Overall cost expenditure, Project scheduling/planning, Achievements of the period under report, Planned activities for look ahead, Also showing percentage completion of non-drawing based activities, Weekly progress report, and Monthly progress report. Moreover, Management activities include preparation and implementation of PMP & project control guidelines, interdisciplinary coordination, attending & recording weekly progress meetings, technical review and project proposal approval meetings, dealing with the client.), Project supervision Documents Preparation, including Technical Specification, Material Take off, Dealers Communication, and implementation large projects for maintenance and cleaning. practice management activities risk management.

**Qualifications:**

* Project Management Institute (PMI), 2023, Project Management Professional (PMP)®.
* Project Management Institute (PMI), 2023, Risk Management Professional (RMP)®
* Tanta University, Commerce College, Egypt, Bachelor (BSC) in accounting 2009.

**Skills:**

Emotional Intelligence. Very good at communicating with people. Capable of working under pressure. Enjoy team work. High leadership skills. High management skills. High planning, scheduling skills. High presentation skills. Quality control (QC), Quality assurance (QA). Speaker in international conferences.

**Work experience:**

1. **CEO OPERATING SYSTEMS, Riyadh, Saudi Arabia from SEP 2023 to NOW.**
2. **Contracts And Tendering Manager for Maintenance and Cleaning, Ewan Trading Group, Riyadh, Saudi Arabia from April 2019 to Sep 2023.**
3. **Responsibilities/DUTES:**

* Achieving the mission, vision and values ​​of the company.
* Analysis of client’s requirements.
* Understanding the project concept & complexities of the project to draw up a smooth implementation plan.
* Practice risk management activities prior to tender submission.
* Identifying Opportunities for Tender Proposals.
* Developing strategies to win new business.
* Conducting research and brainstorming key points to include in proposals.
* Keeping track of all costs and managing budgets.
* Coordinating with Consultants and contractor to ensure effective execution of the project. Presenting compelling proposals.
* Consistently achieved or surpassed individual and team production targets.
* Preparing the technical offer to comply with the technical offer acceptance criteria mentioned in the tender documents.
* Preparing the local content plan based on what was specified in the competition documents (price preference - mandatory list - minimum mechanism - local content weight mechanism).
* Preparing the financial offer to comply with the criteria for accepting the financial offer mentioned in the tender documents.
* Support and achieve integration with other departments of the company.

**Purchasing Manager and Supervisor General for Maintenance, Operation and Cleaning Department, Ewan Trading Group, Riyadh, Saudi Arabia from Aug 2016 TO Mars 2019.**

1. **Responsibilities/DUTES:**

* Assessment business environment for project.
* Carry out the stage of preparation and processing of the project.
* Develop the financial operations plans, ensure its alignment with the directorate’s strategy, and manage its implementation.
* Coordinate internal resources and third parties/vendors for the flawless execution of projects.
* Follow-up and control of projects under implementation.
* Ensure that all projects are delivered on-time, within scope and within budget.
* Developing project scopes and objectives, involving all relevant stakeholders and ensuring technical feasibility.
* Ensure resource availability and allocation.
* Develop a detailed project plan to track progress.
* Use appropriate verification techniques to manage changes in project scope, schedule and costs.
* Measure project performance using appropriate systems, tools and techniques.
* Submit monthly extracts and follow up until they are disbursed by the competent authority.
* Report and escalate to management as needed.
* Manage the relationship with the client and all stakeholders.
* Perform risk management to minimize project risks.
* Establish and maintain relationships with parties related with project.
* Create and maintain comprehensive project documentation.
* Tracking project life cycle.
* closing phase management for project.
* Projects that have been implemented with (Ministry of Human Resources and Social Development - Saudi Post - The Commission for the Promotion of Virtue and the Prevention of Vice (.

**Chief Accounting Manager and Supervisor for Maintenance, Operation and Cleaning Department, Ewan Trading Group, Riyadh, Saudi Arabia from Feb 2014 to Jul 2016.**

1. **Responsibilities/DUTES:**

* Manage and oversee the entire accounting team.
* Conduct all necessary training to keep the team's skills and knowledge up to date.
* Manage and supervise the daily operations and tasks that take place within the accounting department of the company.
* Analysis data accounting and prepare financial reports.
* Implementation and application of appropriate accounting methods, principles and policies.
* Organizing and preparing annual inventories.
* Preparing and reviewing payment and receipt vouchers.
* Ensure that all necessary documents are requested, collected, and compiled.
* Calculating the revenues generated by the company.
* Maintain current and garner new client relationships.
* Monitor and mentor/train accountants.
* Detect and address potential compliance issues proactively.
* Uphold the excellent reputation of our firm.
* Maintain highly organized and updated client files.
* Supervise the process of paying salaries and all payments and expenses.
* Work collaboratively with other teams to achieve shared goals.
* Plan, implement and supervise the company's overall accounting strategies.
* Preparing periodic reports containing income statements and analysis of debts and cash flow.
* Determine expected future financial resources and expenditures.
* Report directly to the operations manager.

**General Accountant, Ewan Trading Group, Riyadh, Saudi Arabia from Jun 2012 to Jan 2014.**

1. **Responsibilities/DUTES:**

* Manage all accounting transactions.
* Tracking payments to internal and external stakeholders
* Processing tax payments and returns
* Handle monthly, quarterly and annual closings
* Ensure timely bank payments
* Manage balance sheets and profit/loss statements.
* Report on the company’s financial health and liquidity.
* Audit financial transactions and documents.
* Comply with financial policies and regulations.



**Training Courses and Activities:**

* Certified Risk Management Professional (RMP), Certificate No. (3548925), Project Management Institute, 20/06/2023.
* Certified Project Management Professional (PMP), Certificate No. (3395977), Project Management Institute, 03/01/2023.
* Negotiating, Management Study Guide.
* SWOT Analysis, Management Study Guide – Jan 2023.
* International Computer Driving License (ICDL).
* Integrated Management System iso 9001 iso 14001-iso 45001.
* Comprehensive accountant diploma in the consulting group for accounting and auditing.

**Computer skills:**

* MS Office: Word, PowerPoint, Outlook and Excel.
* International Computer Driving License (ICDL).
* Smacc, Sap.

**Languages:**

* Arabic: Mother Tongue.
* English: Good.