**MOSTAFA SALEH, MBA**

**Egyptian –** Resident in Kingdom of Bahrain **| Address:** Road 2834, Building 2449, Busaiteen. Kingdom Of Bahrain | **Telephone**: +973-34510044 |+202 01000441344 **E-mail:** [salehmostafa57@gmail.com](mailto:salehmostafa57@gmail.com) |

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**Personal Statement**

Hard worker knowledgeable, Ready mix and blocks operations professional, target oriented, process, operations excellence and commercial experienced with over than 9 years of working in Multi-national and national companies. Skilled in planning, operations, budgeting, scheduling and meeting deadlines.

**Highlights**

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| |  |  | | --- | --- | | Ready mix and blocks experienced | Multi-site operations | | MBA Holder | Building materials operations and productions | | Operations efficiency analyst | Operational and Process Excellence | | Accounts receivables professional | SAP - Business Intelligence user | | Forecasting and planning | Strong communication skills | | Budget analysis professional | Advanced user - ERP Systems | | Commercial Cycle analyst | Microsoft Office advanced user | | |  |  |
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**Employment History**

**Business Development Manager - Oct 2017 to present**

**Innovation Medical Equipment** – Kingdom of Bahrain.

Re-positioning the company in the gulf market, leading the different departments to be linked and re-structure the whole company process.

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| Planning and directing the organization's strategic and long-range goals.  Gathering new manufacturer to the market, opening new products channels.  Budgeting and planning, quarterly reviewing Vs the actual figures.  Conduct the organizational reviews to identify strengths, weaknesses, opportunities and threats.  Responsible for importation cycle from the overseas suppliers starting to the draft order till receiving.  Evaluate the business effectiveness.  Reporting to the General Manager. |

**Business Process Manager - Jan 2016 to October 2017**

**DAR READY-MIX, Concrete and Blocks S.A.E** - Cairo, EGYPT.

Setting and enhancing the whole company`s processes over all departments beside the main duties of strategic planning, six batching plants and bricks factory in Egypt.

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| * Project Manager of implementation the COMMAND ALKON batching system from UK. * Planning and directing the organization's strategic and long-range goals. * Re-structure the commercial cycle for the company. * Evaluate the operational effectiveness. * Familiar with a variety of the field's concepts, practices, and procedures. * Performs a variety of tasks. * Leads and directs the work duties for others. * Reporting to the CEO.   **Operational Excellence Manager - June 2015 to December 2015**  **ASEC READY-MIX Concrete S.A.E** - Cairo, EGYPT.   * Enhance, develop and maintain the level of operational efficiency through setting stable and standard processes. * Involved in sales plans decisions and strategic projects establishing. * Working on reducing costs through setting the suitable processes for different departments. * Select the efficiency criteria’s in closing the commercial and operational cycle. * Analyze the monthly revenues and margins comparing to the budgeted figures. * Conducting organizational level reviews of process improvement initiatives. * Develop, execute and maintain project work plan. * Identifies and implement continuous improvement activities. * Trains workforce on the various tool of operations methodologies. * Capacity to perform in a constantly changing high pressure environment. * Reporting to the General Manager. |

**Commercial Manager - November 2014 to May 2015**

**ASEC READY-MIX Concrete S.A.E** - Cairo, EGYPT.

* Preparing annual budget for ASEC Ready Mix Company with total annual sales revenues of around 250 million EGP.
* Finalizing issues and tasks between ASEC ready Mix sites and company`s headquarters.
* Have the main role in coordinating between different departments concerning company`s different issues.
* Coordinating commercial activities for five batching plants in EGYPT.
* Responsible for financial business plans of new projects starting from scratch.
* Preparing Ready Mix monthly reports and comparing budgeted with actual figures.
* Cost monitoring and allocation for company's business units.
* Monitoring credit sales based on company's rules and policies.
* Monitoring company's daily cash position for maintaining vendor’s payments and monitoring daily collection.
* Preparing monthly result presentations and performance indicators of ASEC Ready Mix.
* Reporting to the operations Director.

**Commercial Supervisor - Jun 2013 to October 2014**

**ASEC READY-MIX S.A.E** - Cairo, EGYPT

* Power user of AX Dynamics “ERP System” for each of accounts payable, receivables and inventory management.
* Power user of SAP Business intelligence reporting module.
* Cooperating with governmental parties in finalizing business issues.
* Executing commercial activities for each batching plant (Customers and vendors creation on AX system, Trade agreements, customer's balance and sales prices).
* Coordinator between batch plants commercial administrators and head quarter in different issues.
* Reporting to the Operations Director.

**Plant Administrator - Sep 2010 to May 2014**

**ASEC READY-MIX S.A.E** - ASSIUT Batching Plant, EGYPT

* Implement financial policies and procedures.
* Sales Orders Creating, Ending, Dispatching & Invoicing on AX Dynamics System.
* Preparing Customers' Balance Statement.
* Purchase Orders receiving and coding.
* Reconcile the accounts receivable and accounts payable.
* Reconcile daily bank deposits.
* Preparing payroll schedule for outsourced manpower as a monthly base.
* Responsible for human resources issues for Batch Plant Manpower.
* Manage the filing, storage and security of documents.
* Reporting to the Plant Manager.

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**Administrator - Maintenance Department - Jun 2009 to Aug 2010**

**CEMEX** - Cairo, EGYPT

* Verified and logged in deadlines for responding to daily inquiries.
* Follow up Maintenance for all Ready Mix Equipment’s (Five batch plants in Egypt).
* Preparing needed spare parts list as a weekly report.
* Responsible for Work Orders creation and coding.
* Purchase Orders Creation on JDE System.
* Contact with external agencies, following up equipment’s status.
* Manage the filing, storage and security of documents.
* Reporting to the Maintenance Manager.

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**Corporate Sales Representative - Oct 2008 to Jul 2009**

**VODAFONE** - EGYPT

* Executing deals with companies and agencies.
* Sales plans preparing and achieving as a monthly base.
* Choosing suitable rate plan for each company according to organization's dimensions and needs.
* Direct sales of Vodafone solutions such as USB Modems and Blackberry smart phones.
* Preparing monthly sales report.
* Reporting to the Area Sales Manager.

**Accomplishments**

* Successfully passed the training of COMMAND ALKON batching and operating system in BRISTOL, UK – 2016.
* In ASEC READY MIX, Reduced the open invoice cycle time from 10 to 2 working days through developing new reporting procedures.
* Implemented processes that utilize accounts receivable for accounting and fulfilling customer’s satisfaction.
* Passed the international auditing of CEMEX with percentage of 98%

**Education**

**MBA**, **Master's Degree - 2015**

ESLSCA Business School **“Ecole Supérieure Libre des Sciences Commerciales Appliquées”** – Cairo, Egypt.

* Master of International Business Administration – MIBA, General Track (Operations and Supply chain management).
* Attend the Competitive Intelligence course at ESLSCA main campus, PARIS, France-Jan, 2014.

**Accounting, COMMERCE - 2008**

* ASSIUT UNIVERSITY - ASSIUT, EGYPT

**Certificates**

* Training course certified by Microsoft in Microsoft word, excel, Internet and windows-all editions.
* Training in Microsoft AX Dynamics System.
* Training in SAP Business intelligence reporting module at ASEC CEMENT CO.
* Training Course in General English Certified by Amid east and ACCE "The American center for Continuous Education in Egypt" – Overall Grade: 92 %

**Interests**

Swimming, squash, reading, traveling & drawing.

**Languages**

* Arabic is a native language.
* Very good in English (Writing, speaking & reading).
* Passed the TOEFL test.

**Personal Information**

* Date of Birth: May 4th, 1987.
* Social Status: Married.
* Nationalist Digit: 28705042500479.
* Nationality: Egyptian.
* Bahraini CPR NO. 871327422
* Living in Bahrain – Residence Visa.
* Military Status: Fully Exempted.
* Passport No. : A05504979.
* Driving License: Egyptian - valid to 2020, Bahraini valid to: 2023.

**Awards**

* Awarded as an active member in ENACTUS as a team leader in the academic years 2006 till 2008 – Assiut University, EGYPT.
* Joined ENACTUS national competition among more than 16 universities for three consecutive years in Cairo 2006,2007 and 2008

***References***

For any request about the information which exists in resume you can obtain a copy of my certifications by calling me on mobile no. +97334510044.

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