**Maysara**

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**CAREER OBJECTIVE**

Seeking a **Supply Chain Analyst/ or Sales Operation** position at an esteemed company to apply knowledge of quality control, strategic sourcing and project management skills.

**CAREER SUMMARY**

10 years’ experience in supply chain management, planning, organization development, and general and administrative management. Recognized team building, mentoring and leadership skills. Experienced in facilitating change in a workforce to support initiatives and meet organizational operating, financial and quality objectives. Ability to write and implement efficient work schedules, policies, programs and procedures.

• **Supervision • Problem Resolution**

**• Strategic Planning and Growth • Statistical Analysis**

**• Organizational Management • Client Relationship Management**

**• Customer Relationship Management • Quality and Production Management**

**EMPLOYMENT EXPERIENCE**

***Supply Planning Supervisor 2014 to Present***

DAL Group - Sudanese Tractor Co. Ltd, Khartoum, Sudan

• Direct or coordinate production, purchasing, warehousing, distribution, or financial forecasting services or activities to limit costs and improve accuracy, customer service, or safety

• Examine existing procedures or opportunities for streamlining activities to meet product distribution needs. Direct the movement, storage, or processing of inventory

• Prepare forecasts of demand and supply plans and review it monthly / quarterly with the HODs to identify opportunities to improve and make issues visible

• Ensure monthly orders are in line with inventory level and are placed on time with suppliers to reach stock availability target.

• Review or update supply chain practices in accordance with new or changing environmental policies, standards, regulations, or laws

• Analyze reasons for excess stocks and communicate it in order to reduce the financial impact of stock holding to company set targets

• Assess appropriate material handling equipment needs and staffing levels to load, unload, move, or store materials

***B to B Sales Officer 2011 to 2014***

Haggar Group - Samsung Co. Ltd, Sudan, Khartoum, Sudan

• Developed close and personal relationships with clients to ensure customer loyalty and retention

• Ensured the highest levels of customer service and satisfaction

• Acquired an expertise in customer service and "closing the sale"

• Established shipping and receiving procedures, which streamlined operations and increased efficiency

• Effectively operate with Supply chain, logistics & finance departments in order to serve company’s mission and vision

• Carrying out market research, competitor and customer surveys

• Identify new market segments and business development ensuring that the sales target and business objectives are set and met

• Vendor registration in procurement divisions for NGOs’ and governmental sectors in order to maximize the demand and increase the revenue

***B to B Product Marketing Officer 2009 to 2011***

Collection for Trading, Cairo, Egypt

• Optimize sales presentation process by designing and coordinating special onsite events and incentive program to create brand awareness

• Examined and analyzed statistical data to forecast future marketing trends

• In charge of planning and developing the right marketing strategy

• Setting product pricing for new product releases to meet revenue & profitability goals

***Monitoring and Evaluation Associate 2007 to 2008***

Plan International Organization, Kassala

• Lead the monitoring and evaluation efforts at the state, office which includes Submitting a monthly report and informing the reintegration officer on project progress on regular bases

• Directed various aspects of advertising, marketing, and public relations

• Ensured that distribution, merchandising, and price-point objectives were achieved

• Conducting interviews/surveys with the local population on the perceived changes in their communities

• Liaising with the caseworkers to elaborate findings and challenges on project progress

***Research Assistant 2005 to 2006***

Zulfa Consultancy Firm, [Khartoum, Sudan ]

• Skilled in handling the public with professionalism and sensitivity

• Assisted clients with accessing community resources

• Made presentations to social service agencies and introduced programs

• Conducted and provided outreach and home visit services for project participants

• Design of research methodology for assessment of Save the Children -US

• Create analytical program based on SPSS analytical tools

• Data analysis and report writing

**TRAINING SEMINARS**

• Advance Excel Learning & Development, DAL Group 2015, Khartoum , Sudan, 2015

• Supervisory Skills Learning & Development, DAL Group 2016, Khartoum, Sudan, 2016

• Finance for non finance Supervisor Learning & Development, DAL Group 2016 , Khartoum, Sudan, 2016

**EDUCATION AND CREDENTIALS**

***B.S., Computer Science 2005***

Sudan University for Science and Technology, Khartoum, Sudan - A graduate of Sudan University for Science and Technology with a specialty in Computer Science.

**SPECIAL SKILLS**

***Computer & IT -*** Microsoft Office™ (Word™, Excel™ PowerPoint™)

Windows™

Adobe™

Microsoft Dynamic System (Hedmax)

***Language -*** Arabic-Fluent

English-Fluent

**PROFESSIONAL REFERENCES**

Available upon request