jhbkj 

[Mohamed.150674@2freemail.com](mailto:Mohamed.150674@2freemail.com)

jhbkj

**jhbkjPersonal Data:**

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| --- | --- |
| Date of Birth | May,4th,1985 |
| Place of Birth | Khartoum, Sudan |
| Nationality | Sudanese |
| Gender | Male |
| Address | Khartoum, Sudan |
| Marital Status | Single |
| Objective | Seeking for an opportunity where my skills, self-and dedication can be utilized for a challenging job with mutual satisfaction. |

**jhbkjQualifications:**

|  |  |
| --- | --- |
| First University Degree | B.Sc. (Honors) of Electronic Engineering & Technology |
| University | University of Gezira |
| Faculty | Faculty of Engineering and Technology |
| Major | Telecommunication & Control |
| Graduation year | 2009 |
|  |  |
| Languages | * Arabic Language (Mother Tongue) * English Language (very good) |

Additiona**l** Certificate Integrated Diploma in Computer

Basic Safety Program

**Skills & Capabilities:**

* Goal-driven employee who maintains a productive climate and confidently motivates and coaches employees to meet high performance standards.
* Confident, Dependable, hard-working employee who is committed to achieving excellence.
* Exceptional listener and communicator.
* Highly motivated self-starter who takes initiative with no supervision.
* Highly analytical thinker with demonstrated talent for identifying, scrutinizing, improving, and streamlining complex work processes.
* Results-driven achiever with exemplary planning and organizational skills.

Excellent ability to manage multiple assignments and tasks, set priorities, and adapt to changing conditions and work assignments.

* Innovative problem-solver who can generate workable solutions and resolve complaints.
* Resourceful team player who excels at building trusting relationships with customers and colleagues.
* Customer services oriented.
* Capable of working with different nationalities and cultures.
* In command of MS office basic applications.
* Excellent ability to work with all types of government agencies, international organizations and companies.

Excellent ability to organize important events, receptions, meetings and conferences.

Field of Experience and other qualifications:

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* ***Esnad company for support*** July 2009 –November 2010

Field: Multiactivites (installing GRP tanks, Pipeline Mentainance)

Position: Technical engineer / Team leader

*Duties and Responsibility:*

* *Provide the team with the vision of the project objective*
* *Intervene when necessary to aid the group in resolving issues*
* *Initiate sub-group or sub-team as appropriate to resolve issues and perform task in parallel*
* *Work with functional managers and the team sponsor to obtain necessary resources to support the team requirement*
* *Provide status report of the team activities against the program plan or scheduled*
* ***House of trade and investment co.ltd*** Dec 2010 – Oct 2012

Field: Construction

Position: Human resource coordinator

*Duties and Responsibility:*

* *Provide advice and assistance to supervisors and staff*
* *Monitor staff performance*
* *Coordinate staff recruitment and selection process*
* ***Tanmia engineering service*** Oct 2012- Dec 2014

Field: Construction

Position: Executive coordinator

*Duties and Responsibility:*

* *Follow office work flow procedure to ensure maximum efficiency*
* *Support other team with various administrative tasks*
* *Monitor office expenditure and handle all office contract*
* *Perform basic bookkeeping activities and update the accounting system*
* *Assist in vendor relationship management*
* *Maintaining customer relationship to ensure great retention rate*
* ***House of medicine and investment*** March 2015 – till now

Field: Pharmaceutical Company

Position: Procurement and Import logistic officer

*Duties and Responsibility:*

* *Helping in define the product specification with the scientific pharmacist officer*
* *Working out on RFQ/RFP/Tendering*
* *Evaluate the proposed offers*
* *Raising purchase order*
* *Follow up with the ware house for receipt of goods*
* *Follow up on presentation the suppliers invoices for payment action*
* *Engaging into contract negotiation for high value procurement*
* *Dispute and reconcile with suppliers for goods and payment*
* *Carrying goods from the org to its various customers*
* Reverse movement of goods from and to suppliers and customer to the org

* *Skilled Gained:*
* Management Skills.
* Communication Skills.
* Team Work.
* Supervision Skills.

jhbkjTraining & Courses:

* Tel Express Company , period from April 2008 to July 2008
* 3S Company For Cables , Period from July 2008 to October 2008
* Project management professional , Period from Jan 2014 to Feb 2014

jhbkjOutdoor Activities:

Good team work, Communication skills, Running, Reading, Traveling and Browsing Internet.

jhbkjAvailability and Job Requested:

|  |  |
| --- | --- |
| Availability | I am able to start work after Three week from announcement. |
| As | Full / Part Time. |
| Job field | Engineering/ Management/Sales |
| jhbkjReference: |  |

\* Available upon request