**Summary:**

Procurement and Logistics professional with 10+ years of work experience in the Procurement, Logistics, Import & Export fields mostly with FMCG companies, experienced working for various multinational and multicultural organizations with good communication and interpersonal skills.

**Key Compentences:**

Supply Chain Operations Logistical Support

Import and Export Processes Procurement and Supplier Sourcing

Target Job: Procurement, Logistics Position in UAE

Notice Period: 2 Weeks

**General Information:**

Date and Place of Birth: 13th September 1981 - Khartoum, Sudan.

Nationality: Sudanese.

Gender: Male.

Marital Status: Married.

**Work Experience:**

**July 2012 - Present Senior Import & Export Officer at DAL Foods | Sayga Food Industries**

 **Company Industry: FMCG**

Responsibilities:

* Contact shipping lines and fright forwarders to organize delivery of goods.
* Provide the suppliers and/or shippers with instructions and required documents for clearance.
* Prepare the marine insurance for the purchased items.
* Get the official approvals that required for the clearance process.
* Serve as a contact point for the governmental authorities.
* Follow up all clearance progress through the daily report to ensure on time delivery of goods.
* Review and verify customs and debit notes and clearance expenses.
* Receive the sales contract from the sales department.
* Prepare the shipping documents as requested in LC, Contract, or shipping instruction.
* Forward the copy of documents to buyer to confirm the that matching the PO and the requirements.
* Ensure that all documentation comply to the export regulations.
* Get the required authentication and official approvals.
* Guarantee to send the documents after receiving the payment confirmation.

**Apr 2011 - Jul 2012: Logistics Executive at DAL Foods | DAL Dairy Factory**

 **Company Industry: FMCG**

Responsibilities:

* Receive and review shipping documents from buyers.
* Compare the shipping documents against the PO, Contract, LC.
* Arrangement of approvals from the authorities.
* Submit marine insurance request to insurance company.
* Complete and send original documents to clearance station.
* Follow up clearance processes with clearance agents.
* Follow up the local transportation from clearance station to warehouse.
* Keep records for all consignment and update management with weekly clearance report.

**Mar 2010 - Mar 2011: Procurement & Logistics Officer at Morouj Commodities Ltd**

 **Company Industry: FMCG**

Responsibilities:

* Obtain monthly purchases quantities built upon sales forecast and production plan.
* Source for suppliers and get the quotation for goods required.
* Approve the PI and /or get sales contract from supplier.
* RFQ from the shipping lines and freight forwarders.
* Arrange the payments to supplier with finance.
* Get approvals from authorities and submit documents to clearance.
* Follow up clearance agents the clearance process, and update management with clearance status.
* Source and arrange with transporters local transportation of the goods to warehouses.
* Follow up with warehouses to obtain GRN and deposit form.
* Preparing, completing, filing the purchasing documents for records.

**Aug 2007- Jan 2010: Purchase Officer at Central Trading Company - LG Sudan**

 **Company Industry: Trading**

Responsibilities:

* Obtain annual plan showing the models, prices quantities to be imported.
* Analyze plans against stock levels to avoid over storage.
* Prepare purchase orders and confirm to the supplier along with shipping instructions.
* Receive shipping documents and confirm considering sales contract and shipping instructions.
* Prepare and deliver original shipping documents for clearance.
* Prepare the supplier evaluation report on beginning and mid of the year.
* Operates as free zone sales admin.
* Receive withdrawal request from sales administration.
* Check with sales department and warehouse the stock levels.
* Adjust quantity for maximum possible freight efficiency [stuffing quantity, storage space].
* Follow up with warehouses to obtain GRN and deposit form.

**Jul 2005 - Jul 2007: Logistics and Procurement Officer at CHF International | USAID NGO**

 **Company Industry: Non Profit / Non Government Organization**

Responsibilities:

* Receive purchase requests from the projects department or Admin.
* Cross check the purchase request against the procurement policy.
* Execute purchase requests according to project requirement and procurement policy.
* Coordinates with other procurement staff in the field to ensure goods arrived full and in time.
* Obtains price quotations from local vendors in response to purchase requisitions for local procurement.
* Investigates all back orders, damaged or inaccurate shipments with responsible authorities.
* Reconciles items with purchase order, and maintains delivery receipt documentation.
* Shipping of staff goods and luggage in/out of Sudan.
* Supervise drivers and taking care of fuel supply, mileage, and maintenance.
* Follow up vehicles movement and fuel consumption, log books as well as vehicles services time.
* Serve as a contact person for a clients and customers.

**Academic Qualifications:**

Nov 1999 - Nov 2003:

B.Sc. (Good), Banking and financial Sciences

Sudan Academy for Banking and Financial Sciences

Khartoum,Sudan.

**Training Courses and Certifications:**

10 Dec 2012 To 13 Dec 2012:

**Overseas Procurement** - Outsource For Purchasing & Supply Chain Systems Training Center

10 Dec 2011 To 16 Dec 2011:

**Problem Solving & Decision Making** - DAL Group - Learning & Development

23 Aug 2008 to 25 Aug 2008:

**International Trade and Letters of credit** - Quality Consultants

13 Apr 2008 to 23 Apr 2008:

**Quality Management system** - ISO-9001:2000: Sudanese German Center for Quality Assurance

07 Jun 2006 to 06 Jul 2006:

**Participatory learning and action for community development** - Development Initiative Group (DIG)