**Sara**

***E-mail:*** [***sara.381908@2freemail.com***](mailto:sara.381908@2freemail.com)

**Summary**

**Bilingual Procurement s pecialist, with 8 + years experience in Governmental and multi -national companies. Capability to develop and manage new and existing tasks , excellent in time management, high responsiveness, quick learner and strong in communication skills.Looking for a challenging position in a fast growing organization.**

**Work Experience**

|  |  |  |
| --- | --- | --- |
| **May 2013- Present** | | **Supplies& Companies Unit Supervisor at *Emirates Transport, U.A.E.*** |
|  | **Key Responsibilities:** |  |

* Stablishing supplier management policy, including supplier pre -qualification criteria, evaluation
* criteria, rating, and performance appraisal.
* Introduced new practices; Supplier classificat ion, Supplier code of conduct, Best performance award and supplier excellence awards .
* Managing new and existing suppliers portfolio ( adding new or phase out suppliers).
* Pre-qualify ing suppliers and provide short listed supplier for Tenders .
* Co mmunicat ing with suppliers for adding value services such as: training, warranty, after-sales services, best practice sharing, and joined social in itiatives.
* Purchasing analysis reports on: spend by supplier, category, and business unit **.**

|  |  |  |
| --- | --- | --- |
| **Aug 2012-April 2013** | | **Purchase Coordinator at *Emirates Transport, U.A .E.*** |
|  | **Key Responsibilities:** |  |

* Process P2P cycle for business units as per the authority level.
* Prepare tender documents, invitations, clarifications, awards and regret letters.
* Negotiate offers with suppliers and recommend the best offer.
* Draft contract and negotiate terms with suppliers and internal stakeholders .
* Insure timely receipt of the orders as per orders and resolve related claims.
* Buy insurance for assets and place claims.

|  |  |  |
| --- | --- | --- |
| **Feb 2012- July 2012** | | **Sales Engineer at *Head Links General Trading Company, U.A.E .*** |
|  | **Key Responsibilities:** |  |

* Scanning for new opportunities through media, specialized portals and direct contacts.
* Responsible for developing new suppliers, respond to customers queries, contact suppliers, rev iew technical and financial evaluation, selection, pricing and presenting offers to customers.
* Liaise after sales service which include, shipping, delivery and any technical support.
* Report sales on monthly bases.

|  |  |  |
| --- | --- | --- |
| **Jan 2010 – Jan 2012** | | **Contract and Tender S pecialist at *Integrated Business Co., Sudan*** |
|  | **Key Responsibilities:** |  |

* Prepare offer for tenders which include, placing order, prepare all legal documents, pricing, and submission
* Conduct assessment reports to evaluate new and existing con tracts.
* Conduct market survey to evaluate market and help in pricing and developing new offers/ products.
* Manage all signed contracts, include kick off meetings, designing KPIs, contact matrix, t ime schedule, progress report, payment, Final report and documentation.

|  |  |  |
| --- | --- | --- |
| **Aug 2006 – Nov 2008** | | **Sales Support Admin. At *Shell Sudan Company, Sudan*** |
|  | **Key Responsibilities:** |  |

* Responsible of all the department ad min istration work e.g.: formal letters, organizing events, traveling, payments, filling and reporting.
* Coordinating with all other depart ments (HR, procurement, finance, warehouses, logistics, legal and IT) in order to facilitate services for the sales team.
* Prepare gross profit reports on customers and products.
* Follow up on customers: Claims, pay ment, Capital investments, asset integrity, complaints and satisfaction survey.
* Health, safety, security and environment (HSSE) focal po int.
* Report to Market ing imp lementer and Sales manager sales team daily activ ities new prospect and overdue collection status on monthly bases.
* Report any data required about customers, sales team, assets, HSSE, Gross marg in, and department expenses upon request.

|  |  |  |
| --- | --- | --- |
| **Jan 2006 – Aug 2006** | | **Marketing Engineer** at ***Auto-rider Sudan Co., Sudan*** |
|  | **Key Responsibilities:** |  |

* Prepare technical and commercial o ffer for new pro jects .
* Coordinate with Technical department to insure well execution of projects .
* Conduct Market survey and market intelligence report on monthly bases .
* Prepare market ing activit ies and presentation .
* Follow up with Sales team on their product knowledge.
* Conduct Physical site visits to estimate technical requirements .
* Review products costing, pricing, and stock levels .

**Education**

|  |  |  |
| --- | --- | --- |
| **2009** | **Master of Business Administration** | **University of Khartoum, Sudan** |
| **2004** | **B.Sc. in Mechanical Engineering with Honors** | **University of Khartoum, Sudan** |

**Other Certificates**

|  |  |  |
| --- | --- | --- |
| **2015** | **Diploma in Procurement and Supply** | **CIPS, UK** |
| **2015** | **Certified Purchasing Professional Manager** | **APS, US A** |
| **2015** | **Certified Purchasing Professional** | **APS, US A** |
| **2008** | **Contract Management** | **Shell Company, Sudan** |
| **2007** | **Managing Own Performance** | **Shell Company, Ethiopia** |
| **2006** | **Stress and Time Management** | **Shell Company, Sudan** |
| **2006** | **Managing Safety in work place** | **Shell Company, Sudan** |

**IT Skills**

**Excellent Knowledge in all Microsoft office applications Excellent Knowledge in Oracle ERP applications**

**Language**

**Arabic Native**

**English Fluent in Writing and Speaking**