

**Ehab**

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**Mob: C/o 971503718643**

**Curriculum Vitae**

**Objectives**

To pursue a growing career while continuing to educate myself through current competitive business environment along with making a significant contribution towards the growth of employer.

**Education Qualification**

Graduated from “**Management Studies Academy**” Diploma of English Language**.**

**Languages spoken**

Arabic - Native Fluency

English – Full professional proficiency

**Professional Experience**

* **Sun Set Beach Hotel & Resort - KSA-** 2013 up to 2017
* **Job Responsibilities:**
* **Procurement:**
* Verifies purchase requisitions by comparing items requested to master list; clarifying unclear items; recommending alternatives.
* Forwards available inventory items by verifying stock; scheduling delivery.
  + Prepares purchase orders by verifying specifications and price; obtaining recommendations from suppliers for substitute items; obtaining approval from requisitioning department.
  + Obtains purchased items by forwarding orders to suppliers; monitoring and expediting orders.
  + Verifies receipt of items by comparing items received to items ordered; resolves shipments in error with suppliers.
  + Authorizes payment for purchases by forwarding receiving documentation.
  + Keeps information accessible by sorting and filing documents.
  + Provides purchasing planning and control information by collecting, analyzing, and summarizing data and trends.
* **Axis Global – Sudan - 2010 up to Oct 2013**:
* **Procurement and Storing:**
* **Job Responsibilities:**
  + Purchasing Material (**Chemicals and Electrical**)
  + Store and data entry.
* **Zaid Al-Hussain Contracting – KSA -** From 2007 up to 2010- **Accountant Clerk & Data Entry:**

- **Job Responsibilities:**

* + Processes customer and account source documents by reviewing data for deficiencies.
  + Verifies entered customer and account data by reviewing, correcting, deleting, or reentering data; combining data from both systems when account information is incomplete; purging files to eliminate duplication of data.
  + Enters customer and account data by inputting alphabetic and numeric information on keyboard or optical scanner according to screen format.
  + Maintains accounting records by making copies; filing documents.
* Maintains accounting databases by entering data into the computer; processing backups.
* Handling the Petty Cash.

**Personal Information**

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| Date of Birth: | 24.Nov.1986 |
| Place of Birth: | Dubai – UAE |
| Marital Status: | Single |
| Driving License: | Holding of a Sudan driving license |
| Hobbies and Interests: Swimming | |
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