

MAI MUSSAB HUSSEIN ELAMIN

WORK EXPERIENCE

EXECUTIVE ASSISTANT, EDWARD STEEL FACTORY (Jan. 2019)

- Reporting to the Management.
- Contacting Storekeepers, Vehicle Inspectors, Workshop Supervisors and all other users regarding Overall the factor's data entry, data accuracy and management related issues.
- Take responsibility of data analysis and extraction of performance reports on regular basis.
- Entering and modifying data.
- Contracts registering.
- Data entry.

HR Assistant Responsibilities Al Asaad Factory 2019

- Support all internal and external HR related inquiries or requests.
- Maintain digital and electronic records of employees.
- Serve as point of contact with benefit vendors and administrators.
- Assist with the recruitment process by identifying candidates, performing reference checks and issuing employment contracts.
- Maintain calendars of HR management team.
- Oversee the completion of compensation and benefit documentation.

Procurement Assistant Tateryas Factory 2021

- Purchase supply of products/materials
- Determine the lowest cost for products/materials.
- Track and record order
- Estimate and establish cost parameters and budgets for purchases.
- Create and maintain good relationships with vendors/suppliers.
- Make professional decisions in a fast-paced environment.

CONTACT

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Address: Sudan _ Khartoum

(Khartoum/ Mamoura 6Oth St.)

SUMMARY

Experienced Employee with a demonstrated history of working in industries. Skilled in Microsoft, Excel, Data Entry, Data Analysis. Strong professional with a Bachelor's degree focused in Information Technology- future University.

SOFT SKILLS

Adaptability

Collaboration

Strong Work Ethic

Good analytical and problem-solving abilities

Time management Skills.

Good communications.

Strong decision maker

HARD SKILLS

Microsoft Office.

Data analysis.
. Proficiency in Excel and Word

Data analyses.

JavaScript.

HTML.

CSS, SQL, MySQL.

Education

Information Technologies Future Un

- Daily coordination of MC procurement activities in Khartoum & Field Offices.
- Track and Documentation of all the Department Documents.
- Assists staff as needed on creating clear and understandable purchase requests.

Promoted to

Procurement Officer Mercy Corps Europe October 19th 2022

On Going Position.

- responsible for overseeing the procurement aspects of Mercy Corps' logistic operations.
- Working closely with Program, Administration, Finance and Logistics the Procurement Officer is instrumental in supporting program activities through his/her services.
- Prepare status reports on deliveries for P&L and Office Management and recipient of supplies.
- Interact with contractors, in coordination with the Program & Operation Managers.
- Assist staff as needed on the timely completion of purchase requests and other documentation.
- Assist Program and Operational personnel in regular procurement planning meetings.
- Regularly produce purchase status and completed purchases reports using the

References

Name : Amagad Mohamed

Position : Production M. Al Asaad Group (Edward Steel Factory)

F. Mobile 011704008.

Name : Issam Jerjies.

Position : Director of Operations at Tetreyas Factory.

F. Mobile : +249922452543

Name : Ghazi Alnaber.

Position : Director of Operations Mercy Corps Europe/ Sudan.

Email : galnaber@mercy Corps.org