
ABUBAKER OMER ELNEMAIR

North Khartoum, Sudan

Tel: +249912196595

Email: 8383ak@gmail.com

PERSONAL DETAILS

Date of Birth: 11th March, 1991

Nationality: Sudanese

Gender: Male

Marital Status: Married

Languages: Arabic (Native speaker) - English (Professional working proficiency)

PROFILE SUMMARY

I am a graduate in Mechanical Engineering from University of Khartoum, Sudan, with a total of almost 8-years work experience. I have acquired strong negotiation skills from experience working in the procurement department. Also, A detail-oriented, efficient and organized Chairman with extensive experience in management, insurance, and accounting. Possessing strong analytical and problem-solving skills, with the ability to make well thought out decisions. Experience in financial reporting and analysis, general ledger account reconciliation, cash management, bank reconciliation, payroll, accounts receivable and accounts payable.

PROFESSIONAL SKILLS

- Strong organization and analytical skills.
- Ability to negotiate with vendors and forecast the demand levels.
- Ability to maintain store standards and conditions.
- Proficiency in Microsoft Office.
- A keen eye on details for accuracy.
- Ability to work within a set budget.
- Good time management skills.
- Strong Project Management skills.
- High Problem-solving skills.
- High Team work skills.

EDUCATIONAL BACKGROUND

- University of Khartoum (Sudan): Bachelor Degree, Mechanical Engineering, September 2013.

WORK EXPERIENCE

Job Title: Head of Procurement

Laveedo Co. Ltd (January 2021 – Present)

Duties and Responsibilities

- Managing daily purchasing activities, supervising staff, and allocating tasks.
- Maintaining the supplier database, purchase records, and related documentation.
- Ensuring that all procured items meet the required quality standards and specifications.
- Training new employees in the purchasing process and how to use the purchasing system.
- Coordinating with the team member regarding their supply needs
- Identifying the need to purchase products.
- Planning and executing cost-effective purchasing strategies.
- Forecasting the demands of products and materials.
- Researching the vendors that are selling the best products at competitive prices.
- Negotiating with vendors to arrive at affordable pricing.

Job Title: Chairman of the Board of Directors

Rosella Multi Activities Company, Sudan (August 2019 – December 2020)

Duties and Responsibilities

- Communicating regularly with other board members, the chief executive officer (CEO), and other stakeholders such as investors or government agencies.
- Setting the organization's strategic direction by identifying new opportunities.
- Ensuring that the organization has adequate financial resources by raising funds through donations and grants from government agencies or private foundations.
- Reviewing performance of staff members and recommending for decision-making.
- Acting as a spokesperson for the organization by meeting with community groups.

Job Title: Deputy site manager

Al-Hasour Mining Co, Sudan (January 2016 – December 2018)

Duties and Responsibilities

- To oversee the development and general upkeep and maintenance of allocated sites, ensuring that all works and services are delivered by competent persons.
- To facilitate the delivery of capital works projects.
- To undertake regular inspections of the sites and report significant defects and remedy minor defects.
- To maintain records of all statutory compliance and other maintenance and testing and to identify shortcomings and take appropriate action or report to the Site Manager for escalation.

Job Title: Mechanical Engineer**Exseer Mining Co, Sudan (September 2013 – December 2015)****Duties and Responsibilities**

- Work and communicate positively within a team.
- Read, understand, and comment on manufacturer equipment drawings and specifications.
- Responsible for managing budgets, schedule and deliverables related to the layout.
- Provide regular feedback to the Overall Mechanical Engineering Lead on progress with the preparation of deliverables.

INTERESTS AND HOBBIES

- Volunteering.
- Learning languages.
- Travel.