

Alsara Aboalgasem Azaldeen Alkbashe

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Home: El-Lebeny Haram, Cairo, Egypt, (Egypt)

ABOUT ME

I am a self-starter with strong interpersonal skills. I work efficiently both as an individual contributor as well as along with a team. I seek new challenges and try to think out-of-the-box while looking for creative solutions to a given problem.

WORK EXPERIENCE

Logistics officer

Première Urgence Internationale (PUI) [20/03/2022 – Current]

City: khartoum | Country: Sudan

Responsibility:

1. Procurement

- In charge of Implementing the purchase process for different items according to PUI Procedures.
- Preparing Procurement plans with Log Co according to the budget.
- Preparing Bill of Quantity (BoQ) when needed.
- Analyze and comparison offers.
- Drafting Purches Files (PR,EQR,CBA,MOSS,PO,GRN, SS, VRUS,EN,AoP) and closing with Finance dept
- Preparing the Procurement Tracking Tools
- Preparing the vendors database Mission List & Deal with new suppliers for registration.

2. FLEET

- Assist the Logistics Coordinator to ensure that the administrative documents for all vehicles are available, filed and monitored
- Organizing the schedule of vehicle movements with the program teams .
- Assist the Logistics Coordinator to report all cars incidents and prepare the reports.

3. EQUIPMENT

- Dispatch the equipment on the base according to the needs, and update the equipment list accordingly
- Ensure that the assets are properly maintained and maintenance intervals and procedures are respected
- Records all equipment in the Equipment/Asset follow-up sheet
- Ensures that all allocated equipment are duly recorded in the staff asset form.
- Communicate equipment needs and damages to the logistics Coordinator.

4. DOCUMENTATION AND REPORTING

- Update daily to Log Co about Logistics activities and sharing any important information's.
- Preparing and Sharing the Logistics documents with concerned staff for Internal & External Audit.
- Physical Inventory for Coordination office, Pharmacy and GH.
- Follow-up & update the inventory report with Log Ass.
- Follow-up & update the stock report for coordination office and GH with Log Ass.

Purchasing & operation specialist (Import & Export)

Comats Agri Co.Ltd for (Import & Export) [21/11/2020 – 21/11/2021]

City: Sudan-khartoum, khartoum 2, St 37 | Country: Sudan

Responsibility:

- Export Procedures (Ex form, Customs Declaration, SSMO Certificate, Booking of Shipping companies, All Documentation).
- Research potential vendors.
- Compare and evaluate offers from suppliers.
- Negotiate contract terms of agreement and pricing.
- Track orders and ensure timely delivery.
- Review quality of purchased products Enter order details (e.g. vendors, quantities, prices) into internal databases.
- Maintain updated records of purchased products, delivery information and invoices.
- Prepare reports on purchases, including cost analyses.
- Monitor stock levels and place orders as needed.

- Coordinate with warehouse staff to ensure proper storage.
- Attend trade shows and exhibitions to stay up-to-date with industry trends.

Sales officer

Value Dar Investment Co.Ltd. [30/12/2018 – 29/10/2020]

City: Sudan-khartoum Bahry, Baladia Street. | **Country:** Sudan

Responsibility:

- Present, promote and sell products/services using solid arguments to existing and prospective customers.
- Perform cost-benefit and needs analysis of existing/potential customers to meet their needs.
- Establish, develop and maintain positive business and customer relationships.
- Reach out to customer leads through cold calling.
- Expedite the resolution of customer problems and complaints to maximize satisfaction.
- Achieve agreed upon sales targets and outcomes within schedule.
- Coordinate sales effort with team members and other departments.
- Analyze the territory/market's potential, track sales and status reports.
- Continuously improve through feedback.

Global supply chain assistant

Value Dar Investment Co.Ltd [28/12/2017 – 27/12/2018]

City: Sudan-khartoum Bahry, Baladia Street | **Country:** Sudan

Responsibility:

- Overseeing arrival of shipments
- Overseeing the ordering and packaging process Monitoring stock levels.
- Planning delivery timetables.
- Ensuring stores have enough stock.
- Making sure suppliers have enough stock to meet demand.
- Tracking products through depots to make sure they arrive at their destination

Calibrator of electrical and electronic equipment

Maintenance Unit in Sudanese and Standards Metrology Organization (SSMO) [25/12/2016 – 18/12/2017]

City: Al Khartoum, Baladia street | **Country:** Sudan

Responsibility:

- Create logbooks for Equipment's According to The Quality Control System.
- Follow up on Emergency Maintenance Requests by CCMS.
- Preventive Maintenance & Calibration of Equipment's.
- Installation & Operation of Equipment's.
- Follow up On Quality Control Systems ISO 9001_ISO 17025.

EDUCATION AND TRAINING

Bachelors of Science Department of Physics.

At University Of Khartoum. [18/11/2011 – 18/11/2016]

Address: Khartoum, Sudan, khartoum (Sudan)

Sales Management Training

Value Dar Investment Co Ltd. [24/10/2018 – 02/11/2018]

Address: Alexandria Egypt , Alexandria (Egypt)

Occupation Safety and Health Administration OSHA-General Industry

In Estidama Energy & Mining Training

Address: Khartoum, Sudan, Khartoum (Sudan)

Supply Chain Management

Outsource Training Center [04/12/2022 – 08/12/2022]

Address: Khartoum 2, Khartoum (Sudan)

(SAP / MM) - (System Application & Products / Materials Management)

SAP Egypt Service [16/03/2024 – Current]

City: Cairo | Country: Egypt | Website: ses-egypt.com

LANGUAGE SKILLS

Mother tongue(s): Arabic

Other language(s): English

EXPERIENCES WITH COMPANIES

[31/12/2016 – Current]

Experiences

- Experiences with INGOs for humanitarian work.
- Experiences with International Export & Import Company .
- Supply Chain Management.
- Logistics service.
- Sales Management Systems.
- Quality Management System.
- QC Machines Sales Management.
- Been enrolled in Maintenance & Calibration Contracts with DAL group,ASVOC,Teital, Marhab, Savola,Chipsico and Alsayed bakeries.

SKILLS

Professional

- Excellent Using Computer: Software, Hardware, Office Applications and Internet.
- Excellent Using Maintenance Software: CMMS.
- Excellent Maintenance and Repair of Scientific and Analytical Devices.
- Clear Communication Skills.
- Knowledge of Quality Control Systems.
- Knowledge of Calibration Laboratory Equipment.

[Current]

Personal

- Commitment to the NGO values and principles Patience.
- Analytical Ability critical Thinking Decision Making, Problem Solving.
- Time Management.
- Team player.
- Ability to use "Positive language".
- Fast Learner.
- Transversals skills
- Motivated.
- Persuasion Skills.

REFERENCES

Ms: Lama Alchaer

Position held: Logistics Coordinator at Première Urgence Internationale (PUI)

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Ms: Ola Mohamed Ali

Position held: HR Manager in Comats Agri co Ltd.

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