

Sudan – Blue Nile- Edamazin.

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Abdelmoniem Elfaki Mohammed Elfaki

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| Professional Attributes | * Qualified Bachelor of Science in ( Architecture) from Lyceum-Northwestern University, Philippines. * To pursue a challenging career in which my belief in the importance of intelligence and creativity, skill and initiative should be put to the best use. |
| Skills | * Very good in Auto Cad * Very good in Revit Architecture. * Excellent in computer skills include MS Office applications. * Ability to prioritize and plan effectively. * Flexible and willing to travel. * Ensuring confidentiality at all times. * Able to communicate effectively both verbally and writing in English and Arabic language. * In-depth understanding of the construction industry and able to resolve problems and issues that arise during construction. * Competent with dealing with letters and emails. * Ability to work under pressure and with different partners. * Communication and presentations Skills. |
| Experience IMC-Logo-Name  C:\Users\user\Desktop\مسارات.png  MC_Scotland_logo_CMYK  **PADCO-AECOM**    **International Rescue Committee (IRC)**  IRC | International Medical Corps- Sudan- Blue Nile office as Procurement officer from July-2019 up to now.  **Responsibilities:**   * Responsible for the perfect implementation of the procurement procedure. * Organize procurement activities and processes, including preparation and conduct of Request for Quotations, Invitations to Bid or Requests for Proposals, the opening and evaluation of tenders. * Review and analyze all vendors/suppliers, supply, and price options. * Ensure that the products and supplies are high quality. * Creates purchase orders, ensuring relevant procurement procedures have been applied and all supporting documentation is attached. * Ensuring all invoices received reconcile to purchase orders and created and matching receipts to purchase orders. * Ensure all documents to be submitted to finance team for payment to vendor on time. * Coordinate contract negotiations, prepare request for award of contract for the review and approval of relevant authorities, as required. * Prepare and Delivers the Purchase orders (PO) to the selected suppliers. * Collects the items from the suppliers. Presents the items to the warehouse officer. * Collaborates to the redaction of the Weekly and Monthly report providing: * Entering all PRs in online procurement tracking sheet (PTS). * Registration of vendors in online system. * Checking of vendor ID in Bridger insight system (watchlist report). * Insure the overall online reporting is done in adequate/accurate manner.   Masarat Alsharg International Company- Sudan-Khartoum as site Architect from October-2018 up to June-2019.  **Responsibilities:**   * Monitor all the construction activities on site and take appropriate actions to deal with the results of delays or emergencies at construction site. * Supervise all projects activities and make sure they are in line with the contract requirements. * Liaising with clients and their representatives (architects, engineers and surveyors), including attending regular meetings to keep them informed of progress. * Overseeing quality control and health and safety matters on site. * Preparing reports as required.   MC Scotland Organization–Sudan as Construction Engineer from June/2010 up to April/ 2011.  **Responsibilities:**   * Assist in the development of the bill of quantities (BoQs) in accordance to the rehabilitation needs and the available budget. * Monitor the rehabilitation and construction work in all respective localities in Blue Nile. * Oversee the technical quality of the work and adherence to the agreed scope of work and advice the office or Site Manager. * Checking the quality of rehabilitation materials, before rehabilitation work is commenced or upon request of organization. * Close monitoring Technical specification of the rehabilitation works. * Submitted a written report on each monitoring site visit with comments the progress of work, technical quality and recommendations. * Follow up the agreed work schedule and implementation of the rehabilitation work. * Assist Organization in any technical discussions with the contactors. * Support the Site/Office Manager with the information required for preparation of service received notes, payment certificates and completion certificates in payments of the installments to the contractors. * Assess the availability of local materials in the field and assist the logistic team in procurement of the respective required materials. * Follow up the transportation of the rehabilitation materials, including the receiving and releasing of items. * Ensure the waybill, GRNs and GIOs are signed, collected and sent back to office. * Ensure the safety and security of the rehabilitation materials. * Ensure the received materials are used for the targeted activities only. * Assist in the selection of the rehabilitation labor contractors. * Assist in mobilization the community to provide their contributions. * Assist the Site/Office Manager in reviewing the final output of the project upon completion and after 30 days and give recommendations. * Submit final rehabilitation report up on completion of the rehabilitation work for each clinic.   PADCO | AECOM International Sudan USAID Program–Sudan as Construction Engineer from March 2008 up to March 2009.  **Responsibilities:**   * Assist in the development of the bill of quantities (BoQs) in accordance to the rehabilitation needs and the available budget. * Monitor the rehabilitation and construction work in all respective localities in Blue Nile. * Oversee the technical quality of the work and adherence to the agreed scope of work and advice the office or Site Manager. * Checking the quality of rehabilitation materials, before rehabilitation work is commenced or upon request of organization. * Close monitoring Technical specification of the rehabilitation works. * Submitted a written report on each monitoring site visit with comments the progress of work, technical quality and recommendations. * Follow up the agreed work schedule and implementation of the rehabilitation work. * Assist Organization in any technical discussions with the contactors. * Support the Site/Office Manager with the information required for preparation of service received notes, payment certificates and completion certificates in payments of the installments to the contractors. * Assess the availability of local materials in the field and assist the logistic team in procurement of the respective required materials. * Follow up the transportation of the rehabilitation materials, including the receiving and releasing of items. * Ensure the waybill, GRNs and GIOs are signed, collected and sent back to office. * Ensure the safety and security of the rehabilitation materials. * Ensure the received materials are used for the targeted activities only. * Assist in the selection of the rehabilitation labor contractors. * Assist in mobilization the community to provide their contributions. * Assist the Site/Office Manager in reviewing the final output of the project upon completion and after 30 days and give recommendations. * Submit final rehabilitation report up on completion of the rehabilitation work for each clinic.   International Rescue Committee (IRC)-Sudan –Blue Nile office as Water and Sanitation Officer from August-2007 to February-2008.  **Responsibilities:**   * Supervise and monitor the implementation of water and sanitation projects (hand pumps, latrines). * Build the capacity and competence of Public Health and WASH committees. * Initiate the implementation process as advised by the office. * Review performance, monitor development and evaluate approaches adopted by partners in water, sanitation and hygiene promotion. * Review on a regular basis the quantity and quality of water and sanitation services offered in local communities. * Prepare monthly and weekly reporting on progress of the project implementation as well as field visit report. * Act as a focal point on water, sanitation and hygiene promotion issues within NGOs and liaise with UN related agencies and governmental and nongovernmental counterparts. |
| Education | - Lyceum-Northwestern University-college of Architecture - Philippines.  Bachelor of Science in Architecture- November 2015  - Sudan University of Science & Technology-college of Engineering.  Diploma in Architecture (three years) - January 2002 |
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**Others:**

* Familiar with Radio communication.
* Sudanese driving license (Valid).

**References:**

1. Yousif Mohamed Haroun – Site Manager- IMC-Sudan.

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