

Sudan – Blue Nile- Edamazin.

Email : aelfaki@internationalmedicalcorps.org - moanphil@gmail.com Mobile Phone : 0911692959 - 0917686601

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.
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| 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.
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| ExperienceIMC-Logo-NameC:\Users\user\Desktop\مسارات.pngMC_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.
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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.
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| 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.

E-mail: ymohammed@InternationalMedicalCorps.org.

Phone No: 00249912137427.

1. Mohamed Abdelnour – Logistic Officer.

Mobile NO: +249917686601.

1. E-mail: mabdelgadir@InternationalMedicalCorps.org.

 Kurmuk87@hotmail.com