

ALAA ELDIN OSMAN

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- * Saudi Organization For Certified public Accountants # 11785

OBJECTIVE

Gain utmost competence in the field of Procurement/Warehouse management/ Inventory control associate with Medical Services, Oil and Gas Industries (Multinational Sector), Manufacturing Company etc. through enthusiasm, hard work, ethics, sincerity and brilliance.

QUAILFICATION

M. Sc. (Master Of Science In Business Administration) 2013
Sudan Academy OF Sciences, Khartoum, Sudan

B. Sc. (Bachelor of Science In Accounting) 1989 - 1994
Omdurman Ahlia University, Khartoum, Sudan.

EXPERIENCE

Panorama Gulf Company (July 2014 - Currently working)

Inventory Manager (Full time)

Key Responsibilities

Procurement

Handling purchase requisitions (PRs) and purchase orders (POs) for overseas/local source and expediting suppliers to ensure on time delivery. Resolving any issues/grievances related with procurement processes. Preparing regular reports to update upper management on the process of purchase orders, delivery time. I am also responsible for analysis and report about the suppliers' performance to assess their ability to meet quality, delivery requirements, cost and capacity consideration. Developing and maintaining good relationship with suppliers/distributors. Maintaining update detailed records of suppliers' information. Updating and maintaining databases and all required paperwork for procurement.

Warehouse

Supervising day to day a warehouse operations (Receiving, Coding, warehousing, delivering). Analysing stock items to forecast upcoming needs and determine reorder Level (ROL) and reorder quantity (ROQ) to ensure stock availability and minimize inventory costs. Maintaining and coordinating the lead time. Securing warehouse to prevent stock items losses from damage, pilferage and deterioration in quality of materials. Plan and supervise the workload, guide, train and appraise new warehouse workers (KPI). Managing and maintaining accuracy of all inventory transactions. Producing regular reports for inventory performance (IN/OUT report, non-moving and slow motion items report, obsolescence). Organize periodically on spot stock check, perpetual inventory count, biannual and annual stock taking (W2W, PI, PP). Implementing standards of health, safety and hygiene in all warehouse operations. Maintain the documentation for warehouse transactions.

Functional Skills And Capabilities:

- * PC literacy (MS Word, Excel, Power Point, Outlook, Windows 8).
- * Procurement.
- * Hands on experience with FIFO/LIFO stock transaction.
- * Stock Management.
- * Inventory Control (Accuracy and Analysis "Accumulations/Allocations Consolidations/Stock takes").
- * Advanced knowledge of supply chain functions, financial accounting and budgeting.
- * Cost reduction.
- * Mathematics and analytical Skills.
- * Versed with warehouse management software ("MS Dynamic" – CRM, Pack, and Clindox).

Competencies:

- * Management.
- * Decision making and problem solving.
- * Leadership and ability manage, evaluate and appraise staff (KPI's).
- * Excellent written and verbal communication and negotiation skills in Arabic and English Language.
- * Teamwork Oriented.
- * Attention to detail and ability to manage time.
- * Report writing skill.
- * Integrity.
- * Appropriate handling of sensitive information.
- * Able to deal with a high degree of ambiguity.
- * Marketing.
- * Ability to handle and prioritize multiple task in a complex environment and work under pressure.

Language Skills:

- * Arabic (Mother Language).
- * English.

White Nile Petroleum Operating Company (WNPOC) - Khartoum, Sudan. (Petronas Affiliates) June 2010 – Nov. 2011

Administration Assistant (Production Department/Oil & Gas Industry)

Key Responsibilities

Updating chart of all field production staff on daily basis. Planning, managing and arranging the provision of permanent and temporary accommodation for field production staff (expatriates and national), contractor employees and visitors. Updating accommodation information for field production staff systematically and submit it to the heads of concerned department. Managing field production staff movements tracking sheet and make sure that the information is updated on weekly basis. Supervising room service under field production staff (carrying out regular inspection and ensure that rooms are completely cleaned, tidy and protected against insect infection at all times) and contact with maintenance section to ensure that all rooms facilities are kept at maximum levels of operability at all times. Responsible for organizing the field production staffs travels requests and flights booking as required. Coordinating with the field aviation supervisor to make sure that all travel arrangements are done probably and in time as required for all production staff. Keeping records for all field production staff travel issues and update direct supervisor and related departments as requested. Keeping field production staff record for leaves, monitor the attendance of workers (permanent and casual) by preparing daily time sheet. Handling office vehicles movement, maintenance, licensing, and fuel. Filing and retrieving documents and reference materials. Arranging and coordinating meetings and events. Handling any other duties as required by the direct supervisor.

White Nile Petroleum Operating Company (WNPOC) - Khartoum, Sudan. (Petronas Affiliates) August 2006 - May 2010

Warehouse Executive (Supply Chain Management Department/Oil & Gas Industry)

Key Responsibilities

Carrying out all the work of receiving, inspecting, storing, packing, issuing and dispatching materials, parts, tools, chemicals and equipment for warehouse. Responsible for preparing over, short and damages report for any goods/materials which are damage, losses, over supply, short supply and out of specifications. Ensuring that all documents related to goods/materials running of the warehouse are correctly filled up, up dated and filed. Also ensuring that the warehouse at all times clean, tidy and in good condition. Following up the stock levels of all goods/materials in warehouse and reporting anticipated shortages to warehouse superintend. Undertaking physical inventory (periodic, continuance stocktaking and spot checking). Preparing various routine reports to store activities. Ensuring that all warehouse operations are performed in accordance to the company procedures and guidelines. Assist in maintaining all equipment, tools and assets of warehouse are kept in order and carrying out periodic checks of safety equipment in the warehouse. Ensuring the safety and security of the warehouse premises, open yard and stock goods/materials. Reporting any unsafe acts and conditions in relation to HSE and security. Managing teams of staff and dealing with personal issues such as training, orienting, evaluating, discipline and interpersonal behavior among staff.

Core competencies

- * Warehouse management (Handling a warehouse that encompasses over hundreds of different group items).
- * Operations management.
- * Logistics.
- * Health and safety.

Warm Seas Agribusiness - El Obeid, Sudan (Sept 2000 - Jan 2004)

Accountant

Key Responsibilities

Examining and recording financial transaction and preparing remittances for disbursement. Receiving, logs and processing all incoming invoices for the purchase of material, merchandise, goods, services and Government taxes and levies. Carrying out activities related to the receipt and payment of all incoming invoices from vendor, service providers and Government taxes and levies. Assisting in exact merchandise and goods issued in and dispatched out the warehouse. Assisting to ensure controlling purchase orders of merchandise and goods.

Hermez Trading Company - El Obeid, Sudan (Nov 1993 - Oct 1998)

Warehouse Supervisor

Key Responsibilities

Delegating work assignment to the warehouse staff and supervising the functions of all warehouse employees. Responsible for ensuring all incoming and outgoing items are in good condition and as per the specifications been ordered. Maintaining the warehouse well organized and clean. Ensuring that all transactions are supported by proper documents. Ensuring that the stock cards are updated on a daily basis, that all the engines, spare parts, tools, materials, equipment and goods movements can be traced. Keeping all warehouse files updated and creating new ones whenever needed. Preparing discrepancy report on any items which are over supply, short supply and out of specifications. Preparing monthly and yearly inventory reports.

Training & Certification

- * **Report Writing** from British Educational Institute, Khartoum, Sudan, 2011
- * **Administration Performance and Skills Development for Administrative Personal** from Ecoman, Consultancy, Solution and Training, Cairo, Egypt, 2010
- * **An introduction to HSE Management System** from AW&WA Training, Khartoum, Sudan, 2009
- * **Behavioral Base Safety (Elevating HSE Culture)** from Petronas Carigali, Khartoum, Sudan, 2009
- * **First Aid and Basic Cardio Pulmonary Resuscitation** from Educational Development Centre for Health Professions, Faculty of Medicine, University of Khartoum, Sudan, 2009
- * **Stores & Inventory Control** from Euromatech Seminars & Conferences - Dubai, U.A.E, 2008
- * **Supplier Appraisal & Risk Management** from Charter Institute of Purchasing & Supply "CIPS", (White Nile Petroleum Operating Company Training Centre), Khartoum, Sudan, 2007

PROFESSIONAL MEMEBERSHIPS

- ✓ **Saudi Organization For Certified public Accountants (REG # 11785)**
 - * Registered in Accounting Discipline (Associate)

PERSONAL PROFILE

- * IQAMA: Company Sponsorship (Transferrable)
- * Nationality: Sudanese
- * Marital Status: Marriage