ACURRICULUM VITAE

Monir Abdullah Ibrahim

Mob No: 00971 50 7204535 / 055 7181610

Land Line: 00971 2 5027203

Email: goro182002@yahoo.com

**CAREER OBJECTIVE**

Seeking a challenging **administrative & Procurement Officer** position where my computer skills, professional experience, and educational background will enable me to define new opportunities for profitable corporate growth and personal development.

**SUMMARY:**

* Over 9 years of experience in administrative and varies jobs in U.A.E and Sudan.
* Over 9 years of experience in Procurement and varies jobs in U.A.E
* Good Administrative knowledge of Windows 2000, XP and 2003.
* Good documentation knowledge of documents in English and Arabic.
* Good communication skill in Arabic and English.

**Principle Duties and Responsibilities**

Handle the vendor's prequalification, evaluation & re-evaluation

Process purchase requisitions / orders within purchasing authority

Invite, assess, and award/recommend supplier tenders, bids, quotations, and proposals

Negotiate purchase order/contract terms and conditions resulting in economic savings and increased service levels

Conduct sourcing activities and maintain supplier relationship

Prepare and maintain purchasing records, reports and other documents as required

Work with internal and external stakeholders to determine procurement needs, priorities, quality, and delivery requirements

Assist (if applicable) in the development of specifications for materials, equipment and services to be purchased

Administer purchase order performance, including delivery, receipt, warranty, damages and insurance etc.

Perform logistics & shipping activities and keep track of the process

Comply with all Enerflex HR, Quality, HSE, and all the Company policies, procedures, processes, work instructions and guidelines

Perform all other duties as assigned by Supervisor/Manager

Skills:

1 - Excellent Working Experience in Microsoft Packages.

2 - Strong Analytical and Statistical Knowledge.

3 - Organized and Proactive with Excellent Communication Skills.

4 - Proven Leadership Skills with Large Organization.

5 - Maturity of Judgment under Pressure and Ability to Resolve Problems immediately.

6 - Strategic Thinking, Open to New Ideas.

7 - Good Communication & Negotiation Skills.

**ACADEMIC**:

* Certificate in Bachelor of Science (Honor) in Static and Computer Science

 Faculty of Mathematical and computer science.

 Specialization Static/Computer

 Class: Two Divisions: Two

 Date: 17/6/2001

* Certificate of Senior Secondary School Education (1999).
* Certificate of Higher Secondary Education.

# Core Courses of Study:

* Statistics
* Mathematics
* Computer Science

# Other supporting Courses

* Certificate from Management of H.H.Sheikh Sultan Bin Zayed Al Nahyan personal affairs in developing skills of communication and dealing with others.
* Certificate from Management of H.H.Sheikh Sultan Bin Zayed Al Nahyan personal affairs in developing skills of Making reports and officials Letters.
* Certificate from Management of H.H.Sheikh Sultan Bin Zayed Al Nahyan personal affairs in Thinking skills of communication and dealing with others.

###### COMPUTER SKILLS

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* Certificate of ICDL 2008.
* Microsoft Windows 2000 Professional XP
* Microsoft Visual Basic
* (C++/POLG/FORTRAN/PASCAL/)
* Microsoft Office
* Microsoft Spss/win
* Good working experience in handling (EPRO+ENJAZ) program.
* Good working experience in Oracle HRMS program.

###### OTHER TECHNICAL KNOWLEDGE:

* Typing: 35 wpm in English and Arabic
* Holder of Light Duty driving license since 2005.

**EXPERIENCE SUMMARY:**

**Duration: 2019- Present**

**At: science and technology university of Fujairah**

**Job Title: Procurement Officer**

**Details:**

* + Drafting correspondence.
	+ Preparing monthly report of the section.
	+ Preparing L.P.O.
	+ Receiving invoices and transferring to Accounts Dpt.
	+ Assisting Head of the Technical section.
	+ Making RFQ and sent to Suppliers

**Duration: 2004- To 2015**

**At: Management of H.H.Sheikh Sultan Bin Zayed Al Nahyan Personal Affairs (Technical Department)**

**Job Title: Administrator**

**Details:**

* + Drafting correspondence.
	+ Preparing monthly report of the section.
	+ Preparing L.P.O.
	+ Receiving invoices and transferring to Accounts Dpt.
	+ Assisting Head of the Technical section.

**Duration: 2015- To 07/2019**

**At: Emirates Driving Company**

**Job Title: Senior Procurement Officer**

**Details:**

* + Drafting correspondence.
	+ Preparing monthly report of the section.
	+ Preparing L.P.O.
	+ Receiving invoices and transferring to Accounts Dpt.
	+ Assisting Head of the Technical section.
	+ Making RFQ and sent to Suppliers

**Duration: June, 2001-Sep2002**

**At: Gadrah Petroleum Co. Sudan**

**Job Title: Computer Operator**

**Details:**

* + Data Entry
	+ Software and hardware maintenance
	+ Software installation
	+ Programming (by using c, c+, Visual Basic)

**Duration: Nov, 2000 – Sep 2002**

**At: Al Wala Trading & investment Co. – Sudan**

**Job Title: Computer Operator (Part-Time)**

* + Computer software/hardware maintenance, data entry Operator
	+ Software installation , programming (c, c+ Visual Basic)

**PERSONAL DETAILS**

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| --- | --- |
| **Name** | : Moiner Abd Allah Ibrahim |
| **Date of Birth**  | : 4/1/1976 |
| **Nationality** | : Sudanese |
| **Religion** | : Muslim |
| **Visa Status** | : Employment (transferable)  |
| **Marital status** | : Married |
| **Languages known** | : Fluent in Arabic and English, (Read, Write  &Speak). |
| **Health**  | : Excellent; non-smoker |
| **Interests & Activities** | **:** Reading**,**  Swimming, and Football  |
| **Address** | :P.O. Box No. 2692, Abu Dhabi, U.A.E. |
| **References** | : References are available on request. |

**DECLARATION**

**I hereby declare that all statements made above are true to the best of my knowledge and belief.**

**Yours truly,**

**Moiner Abd Allah Ibrahim**

**Monir Ibrahim**

**Location:**

United Arab Emirates





**Verified International Academic Qualifications**

**World Education Services (WES)**

**Recipient:**

monir ibrahim

**Issued:**

‎1‎/‎15‎/‎2019

Verified for Canadian Equivalency

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# cover-letter

Dear Sir / Madam
I am writing to express my interest in applying for vacancies at your organization.
Based in UAE, I am currently employed as Procurement Officer at university science & technology of fujairah, reporting directly to Director Manger.
I have a total of 14 years of full-time work experience. I believe that the skills I have acquired in the course of my professional and educational experiences will be valuable assets for your organization and/or your clients.
Attached are my contact details and detailed CV for your review. I would appreciate the opportunity to speak with a member of your recruiting team in due course. Thank you very much for your consideration.

Sincerely,
munier ibrahim
Abu Dhabi, UAE
Tel: 00971-050-7204535
goro182002@yahoo.com