

Professional Portfolio

RASHA SID AHMED MOHAMED ABD ALLA



Nationality: Sudanese.

Date of Birth: 7th July 1979.

Marital Status: Married.

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OBJECTIVE

Well educated, highly trained and motivated self-driven individual, with excellent organization skills and a capacity to handle challenging situations. I am looking forward to working with a growing and dynamic institution, firm or Non-Governmental Organization in order to gain new experience and also to contribute positively by applying my knowledge. I firmly believe that hard work along with a positive "can do" attitude is essential and important in gaining both my employer's and customer's satisfaction. Experience and professionalism is very important in this competitive market. Hard work, a positive attitude and the willingness to keep learning and never make the same mistake twice is the road to the successful and long term career that I seek. I have the ability to create strong working relationships quickly, enjoy problem solving, research and work best under pressure. I have extensive know-how based on experience working in the projects management, Sudanese logistical field and its relevant requirements in regards to customs regulations transportation and standard operating procedures.

EDUCATION

- Emtedad Nasir Primary School.
- Emtedad Nasir Intermediate School.
- Elbarrary High Secondary School.
- **Khartoum University**, Faculty of Agriculture, Department of Biotechnology obtaining a Bachelor Degree with Honours in **Biochemistry & Food Technology** Specialization, August 2002.

Courses taken

- Advanced Excel For Big Data Analysis.
- Professional international certificate in Supply Chain Management.
- Advanced international certificate in Supply Chain Management.
- Import & Export.
- ISO 9001:2008 Requirements.
- ISO 14001:2004 Awareness.

Work Experience

(May 2005 – up to present date)

✚ **Almaharig Company for Services & Investment Ltd.** (MCS) as Logistics Officer from 1/5/2005 and then **Senior Project Manager** from 2010 up to current date

Title: Senior Project Manager

- Planning Project Resources, making a feasible plan that achieves the goals and objectives of the project and aligns with the organization's overall business strategy.
- Defining the project's scope and determining what resources are available, estimating time and financial commitment, as well as how to monitor and report on the project's progress.
- Assembling and Leading Project Team which includes skilled and experienced workers. Meet regularly, of course, and get status updates to chart their progress, while reallocate resources as needed to avoid blocking team members or overburdening them.
- Draft and revise a variety of contracts with customers.
- Coordinating every aspect of the project from reviewing and approving contract terms to coordinating deadlines, approving budgets.

- Manage Budget, figuring out what the proper funding for the project is, having that get accepted and then keeping the project within or under that figure. Making an accurate estimate, monitor the actual spend as compared to the planned budget.
- Monitoring Progress, to make sure a project is progressing as planned, constantly measure it and compare those metrics against the plan you created.
- Manage cargo air and sea shipments in line with our company's procedures, local customs processes and international regulations.
- Requests freight quotations for international sea and air freight consignments both for export and import purposes.
- Control "documents" and give Green Light to senders for shipping services and keep track on all shipments.
- Sending Clearance Order with the necessary action (In Transit or Exempt shipment) and follow up closely to make sure we receive shipments in good condition.
- Select cost efficient and reliable mode of transportation, including the choice of carrier, shipping line that guarantees a safe and quick transportation.
- Organizes tenders with selected and approved transporters, analyse them and establish a selection table based on the criteria of cost efficiency, reliability and shortest delivery time.
- Negotiates with shipping companies on rates and special privileges such as extended "free time" on container demurrage at destination.
- Responds efficiently to all shipping requests from headquarters and the field.
- Keeps contact with our warehouse, the manufacturer/supplier and the transporter to enable smooth coordination and cargo pick-up.
- Verifies the Packing List issued from the Warehouse and raise the invoices when required.
- Ensures that the required documentation is correctly established. Coordinates with the receiving and the sending of the documents and the timely release of the cargo.
- Process claims records for transport and submits the final report with all the necessary documents to the Head of Transport Unit.
- Establishes proper shipping files allowing to track back freight, customs issues and potential demurrage.
- Follow up in daily basis on all pending files (Import and Export) and ensure receiving shipments on time and update final receiver.
- Handle Import and Export Diplomatic Mail and follows up closely with all concerned staff and clients representatives.

- Raise Invoices, AWB and necessary docs for Charter shipments and organize with local handling agents and vendors when required.
- Create, send, and follow up on invoices.
- Review and adhere to department budgets
- Collect and enter data for various financial spreadsheets.
- Review and audit financial statements and reports, ensure all calculations and data entries are correct
- Provide a briefing to logistics staff going on a logistical mission, the necessary information about the rules and procedures for transport under the supervision of our Head of Transport Unit.
- Follows up the invoicing, irregularities, delays and possible eventual claims if any.
- Process claims records of transport and submit final reports with all the necessary documents to the Head of Transport Unit.
- Maintains a professional and constructive dialogue with external interlocutors such as international freight forwarders, customs clearing agents, Customs + Excise, governmental bodies and authorities involved in transportation (ports, border points, airport)
- Proposes new reliable partners in the field of freight forwarding and transportation for ultimate validation by Head of Transport.
- Keeps always abreast of market developments by gathering information from external sources
- Support/help (and coach) colleagues whenever necessary.
- (Develops and expands network of our logistical partners)
- Ensures necessary administrative work is implemented on time (proper procedures, financial forecast on transport, payment of invoices, etc.)
- Knows, applies and complies with all the administrative procedures linked to our work (financial, time reporting, follow up on freight payments and eventual container deposits and demurrage) keep the files up-to-date at all times
- Prepares the P/O files for transportation and submits them for validation to Head of Transport.

✚ **Medco Company** from 2/1/2003 to 7/4/2005 – Sales & Marketing Department.

✚ **Agri-Business Company** from 7/1/1999 to 30/11/2002 as Field Supervisor.

Languages:

Arabic Excellent "Speaking and Writing"

English Very Good "Speaking and Writing"

Attributes:

- Hard-working and self-motivated.
- Critical thinking and problem solving
- Excellent decision-making and leadership capabilities
- Contract negotiation
- Conflict resolution experience
- Adaptability and Able to tolerate stress
- Able to learn fast.
- Excellent communication and presentation skills.
- Able to work under pressure, and deal with different levels of people.
- Leadership qualities and likes to instill Team Spirit amongst fellow colleagues.

Other supplementary information:

- Have a valid drivers' license
- Computer skills in Typing (Arabic & English).
- Good experience in computer based applications like Microsoft office, Excel sheets, and PowerPoint presentations.
- Good experience in office filing systems and organizational skills.