



Amr elameen

Operations Manager Assistant
at Almostamhil

Location: Khartoum, Sudan
Education : Bachelor's degree, Computer And Mathema[?]
Experience: 6 Years, 8 Months

CONTACT

Location: Khartoum, Sudan
Name: Amr elameen
Mobile Phone: +249.921250230
Country: Khartoum, Sudan
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LAST ACTIVITY: 2021-10-09

REF.: CV35537633

TARGET JOB

Target Job Title: Administrative Officer, Admin Assistant, Document Controller, Administration Officer

Career Level: Mid Career

Target Job Location: Saudi Arabia; Qatar; Kuwait; Oman; UAE; Sudan

Employment Type: Full Time Employee

Notice Period: 3 months or less

PERSONAL INFORMATION

Date of Birth 5 November 1991 (Age: 29)

Gender Male

Nationality Sudan

Residence Country Khartoum, Sudan

Visa Status No Visa

Name in Arabic عمرو عبدالله الأمين عبدالقادر

Marital Status Married

Number of Dependents

Driving Licence Issued From Sudan

EXPERIENCE (6 YEARS, 8 MONTHS)

August 2018 - Present

Operations Manager Assistant

at Almostamhil

Location: Sindscha, Sudan

Company Industry: Marketing

Job Role: Management

My tasks are to review the invoices of purchases and control of stores (withdrawal and warehouse incoming), follow-up customer invoices and transfer from Hard copy to soft copy, follow-up in addition to the bank account as well as the salaries of employees

October 2017 - August 2018

assistant general manager

at Alsalma Smart Salutations

Location: Khartoum, Sudan

Company Industry: Installation & Technical Services

Job Role: Management

Assist the manager in all his office work, new projects study, following up the external projects by coordinating with the charge of each project, Designing the daily reports of the projects to collect data from them through the responsible for each project and conducting a summary report for each project on a weekly or monthly basis, and check the progress of project with the plan and doing most of the office work like printing letters, sending and receiving mails from the client arrangement all the documents of projects from the offer price to the hand over report.

February 2015 - October 2017

documents controller

at alrajhi for agriculture and Investment

Location: Damir, Sudan

Company Industry: Agriculture & Crop Production

Job Role: Administration

Control all aspects of project documentation on multiple simultaneous projects, utilizing various control methods/systems. Prepare, operate and update Document Control Procedures in line with the Company's Document Management System(Start with Aconex system this year).

- .Ensure proper document control support is given to each project.
- Produce and maintain Document Progress Reports to Project Managers.
- Ensure all documentation provided is as per Client quality formatting requirements.
- Formatting may include correcting templates, fonts and style, pagination and numbering and other activities that may be required to achieve a client's documentation requirements.
- Create Document Control and correspondence folders for individual projects.
- Work in strict co-operation with the Project Manager to ensure project progress status integration.

EDUCATION

Bachelor's degree, Computer And Mathematical Sciences

at university of gazera faculty of mathematic and computer since

Location: Sindscha, Sudan

October 2014

Grade: 2.17 out of 4

In addition to the academics details I was captain of the football team and incharge of the College singers team



SPECIALTIES

Administration

Questions: 0

Answers: 0

Management

Questions: 0

Answers: 0

Administrative

Questions: 0

Answers: 0

Project Management

Questions: 0

Answers: 0

Software

Questions: 0

Answers: 0

SKILLS

good in Microsoft office & other software

Level: (Intermediate)

Teamwork skill

Level: (Expert)

strategic planning

Level: (Intermediate)

problems solver

Level: (Expert)

logistics

Level: (Beginner)

ms project

Level: (Beginner)

purchasing

Level: (Beginner)

project planning

Level: (Beginner)

procurement

Level: (Intermediate)

negotiation

Level: (Beginner)

typing

Level: (Expert)

office management

Level: (Expert)

office administration

Level: (Expert)

outlook

Level: (Intermediate)

mail

Level: (Expert)

minutes

Level: (Intermediate)

operations management

Level: (Intermediate)

problem solving

Level: (Expert)

office work

Level: (Intermediate)

operation

Level: (Intermediate)

microsoft powerpoint

Level: (Intermediate)

accounting

Level: (Beginner)

teamwork

Level: (Intermediate)

marketing communications

Level: (Intermediate)

asset management

Level: (Intermediate)

team leadership

Level: (Intermediate)

LANGUAGES

English

Level: (Intermediate)

REFERENCES

yasir hasaan

Job Title: project manger

Company Name: alrajhi

Phone Number: +249.912326837

Email Address: noonyasir@yahoo.com

TRAINING AND CERTIFICATIONS

it department (Training)

Training Institute: medani center of Heart

Date Attended: November 2014 (480 hours)

HOBBIES AND INTERESTS

football and table Tennis and reading