

## Hala Emad Aldeen Abd Alsamad

Date of birth: 1991  
Place of birth: Sudan-Atbara  
Nationality: Sudanese.  
Gender: Female.  
Social status: Married  
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### OBJECTIVE

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7 years of solid experience in diversified fields, coupled with **MBA**. Demonstrated ability to prioritise, multi-task and work under pressure. High level of accuracy and attention to details. Have excellent oral and written communication skills, yet inquisitive with a strong desire to develop skills further and accept new challenges.

### EDUCATION

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- **2013 – 2015**  
Masters of Business Administration – Management Information Systems specialization  
Garden City College for Science & Technology , Sudan
- **2008 - 2012**  
BSC of Information Technology - Faculty Of information Technology- Future University ( x computerman college) – (Sudan).-***First class – final project prize***  
***\*project presented in (KITEX) : Khartoum Information Technology Exhibition***

### WORK EXPERIENCE

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#### CTC Group

March 2014 – up to date                      Import & Export Officer - Procurement Dept

#### Job Responsibilities:

##### International Purchasing Orders:

To place orders for international Purchasing according to the annual plan of the international Purchasing department within stipulated time frame in line with the laid down policies and procedures.

Meticulously address the procurement issues related to company's requirements.

**Documentation / Contracts:**

To ensure that the documents as well as contracts are in place during the process of receiving consignment from the suppliers. To fulfil all necessary compliances for completion of the process within stipulated timeframe.

**Follow-up:**

Follow up with suppliers for shipping documents as well as shipments to ensure receipt of the same within agreed timeframe.

Continuous tracking of the document as well as shipment till it reaches to the discharge port and/or the receiving warehouses

**Vendor/ Supplier Relationships:**

To develop and maintain business relationship with vendors and suppliers for timely and appropriate supply of the orders placed. Co-ordinate effectively and efficiently with suppliers for Purchasing of orders within stipulated time frame.

**International Purchasing Cycle:**

Carries-out the activities of international Purchasing such as the identification and establishment of supply sources, negotiating prices and terms and establishing delivery schedules, ensuring consistency with the approved international Purchasing plan.

**Co-ordination:**

Co-ordination with the Finance Department to ensure completion of procedures related to insurance and other regulatory compliances.

**Payments:**

To ensure proper payments to the suppliers and vendors for the orders placed and consignments received taking into consideration all the necessary elements such as proper delivery and damage...etc. within stipulated time frame.

**Export Processes :**

Responsible for the execution of export documentation requirements for shipments to destinations globally which include Letter of Credit shipments, commercial invoices, certificate of origins etc.

Ensure that all documentation is in compliance with export regulations

Arrange details of shipments with forwarders, carriers as necessary for exports

## CURRICULUM VITAE

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### **Policies & Procedures:**

Follow all relevant operational procedures and instructions so that work is carried out in a controlled and consistent manner.

### **Safe Keeping:**

Ensure all departmental information and records are maintained in an orderly, secure and safe environment to ensure availability and preservation for future reference purposes.

### **Others:**

Perform any other tasks on the job as maybe assigned by the superior from time to time as needs arise.

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### **Elbarbary Group / Elbarbary Building Materials - Khartoum, Sudan**

**Feb 2013– Feb 2014**

**Administrative Assistant**

### **Job Responsibilities:**

#### **Managing Director:-**

Preparing booking for the managing director (Tickets – Hotels – car)  
Preparing private telex transfer from private accounts (online)  
Filling school applications, preparing, and follow up school fees payments.

#### **Banking:-**

Follow up issuance and Confirmation of L/Cs (sight/ Murabaha /CAD).  
Supplier payments follow up & preparation telex transfer (IT)  
IM forms requests

#### **Foreign affairs:-**

Preparing entry permits, labor & residential Cards  
Preparing all visa, tax free party letter. .  
Preparing flights booking for the annual vacation ticket.

### **Secretarial function:-**

- Perform administrative support tasks for division GM.
- Preparing daily sales report (Khartoum + branches).
- Preparing Credit note, debit note & other clerical work.
- Purchasing spare part for the factory including band saw & saw blades from foreign suppliers.
- Follow-up and update calendar for upcoming meetings, records. Minutes of meetings and preparing agendas.
- Schedule appointments for GM.
- Respond to visitors and telephone calls.
- Follow up travel orders and petty cash.
- Maintain, create files and record keeping systems. Sorts, labels, files and retrieves documents, or other materials.
- Maintain an adequate inventory of office supplies.
- Process recruitment requests of new employees.
- Process and follow up division purchase requests (PRs), purchase orders (POs), and material Requests (MRs).
- Answer inquiries with relation to CXO/GM.
- Respond to routine correspondence.
- Comply or prepare reports as requested.
- Prepare the requested memos & letters as requested.
- Provide assistance and on -job training to other secretaries if needed.
- Devising and maintaining office systems.

### **\*Sep 2012 – Oct 2012:-**

Training Period –IT Department, (charging and billing) . Zain Sudan

### **\*Dec 2011 – Mar 2012:-**

Training Period –Designing and developing websites and web based online systems , Sanhory for technologies for computer services

# CURRICULUM VITAE

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## SKILLS & CHARACTERISTICS

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- Excellent computer skills
- Excellent Social, communication and presentation skills.
- Strong coordination and facilitation skills.
- Accurate record and reporting skills
- Highly reliable, efficient and results-oriented.
- Co-operative and able to work under pressure.
- Ability to work on my own initiative and as part of a team

## TRAINING & COARSES

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- Training workshop on technopreneurship for south countries –ISTIC , UNESCO
- Project Management, International Islamic University Of Malyisya
- CDCS training course
- Problem solving , Critical thinking & Decision making
- E-Procurement
- Managing Workload
- QMS internal audit
- Advanced Procurement ( Beacon training center)

## LANGUAGES

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- Arabic : mother tongue
- English : Excellent

## REFERENCES

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Upon request.