

# CV



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## Profile

Marital status:- Not Married

### Educational Stage:

- 1 Primary Educational: Alnser Primary School ( Kosti)
- 2 Secondary Education : Kosti Elhalya Secondary School ( Kosti)
- 3 University: University Of Elhalya (Kosti )
- 4 Now I am I studying Master Accounting

### Qualification

Bachelor In accounting

## Training & Courses:

Value-added tax Kosti -2009 ( 11 Monthly's )

Al Baraka Bank Kosti 2009 ( 6 Monthly's )

Diploma in computers in (British Institute Kosti ) (15-7-2009 To 30-8-2009)

Excel advanced training course (Nawabiq center ) (25-6-2012 To 28-6-2012)

Diploma in computers in (Aldanga Academy Kosti ) (20-6-2012 To 21-9-2012 )

Warehouse Logistics Operations Advance ( Outsource For purchasing (11-12-2013 )

### Experiences :

Admin Assistant Dal Food Division 2010 – to 2015

Store Keeper Retail & Distribution Rabak Warehouse (Sage Line) (2 Monthly )

Storekeeper for 2015 up to day (Sage Line ) ( Capo )

Training in the settlement 2 week (Sayga )

Dal Food Division – To 2010 From yet, so far )

Sayga B2B Warehouse Work (Sage Line )

## **Work experience and Employment History:**

### **Store Keeper :**

1) Receives stores, and issues supplies and equipment and compiles records of supply transactions aboard ship: Verifies that supplies received are listed on requisitions and invoices.

2) Stores supplies and equipment in storerooms.

3) Issues supplies.

4) Inventories supplies and equipment at end of each voyage.

5) Compiles report of expenditures.

6) May be designated according to department worked in as Storekeeper, Deck;

Storekeeper, Engineering; Storekeeper, Steward.

Receiving purchases from suppliers 2 - Good inspection of products and receiving them well 3 - Storing products properly in their correct locations 4 - Arranging products in a correct way in terms of their shelf life and in terms of how they are spent 5 - Disposing old stocks first and then arranging low quantities exchange 6 - Daily supervision of stores and controlling them in terms of expense Incoming 7-Follow-up of the system in the warehouses, which are the most important in work and not neglecting them

### **Dal Food Division**

#### **Tasks& Responsibilities**

##### **1- Administrative Services**

- Supervise proper operation, utilization, and serviceability of buildings, accommodation, vehicles and facilities of the company.
- Monitors travel arrangements for all company employees. Monitor the issuance and usage of air tickets. Assist in appropriate travel and reception services to visitors.
- Negotiates the rental of houses stores and building facilities to senior employees and
- Develop and implement local procedures and controls for general office and administrative expenses.
- Ensure that all buildings and offices are at all times properly maintained, serviced and that a high standard of cleanliness is maintained.
- Administer Insurance process

### **Maintenance of company's building and Assets**

- To supervise and control the purchasing of the furniture and appliances to eligible employees, and local purchase of office furniture, equipments, stationeries and supplies, that it meets the company requirement, policies and procedures.

- To maintain the inventory of all the furniture and fixtures, appliances and office equipments.
- Ensures that company's telephones and mobiles are used properly
- Initially approve the expenses incurred pertaining to the Administration dept. i.e. stationery, office equipments, household furniture, appliances, travel expenses, rental vehicles for the use of the staff, telephone, telexes, fax bills, water and electricity etc. to assure that it meets the company's policies and procedures for the MDs approval.
- Maintain the buildings & water system, drainage system through a newly suggested property maintenance department.

#### **External Contacts**

- Implements all Municipal and other statutory regulations relating to licences, safety requirements and other welfare requirements.
- Maintenance of adequate leases and Contracts for office equipment and office machines and in conjunction with the Accounting Department keeps a record of their locations.
- Do all the necessary contracts with the Different Central or Local Government. Authorities in any related issue concerning the company.

#### **Employees Relations**

- To follow up and deal with matter(s) related to the company or personnel especially assigned by the MD such as loan processing.

Administer the activities of all employees' annual or periodical (meeting together) functions, suggestion box, canteen , voluntary employee's societies sponsored by the company

#### **General Issues.**

Sometimes with some directives from MD and delegated powers, carry out & help in different outstanding matters concerning other departments, e.g. supply chain , fleet control, petrol issue, discipliner measures, security issues .. etc.

#### **Public relations**

To carry out and perform all issues related to above, in the best way to keep the good image of the company

#### **Others**

Any emergency issues that need quick movements & urgent address

#### **MINIMUM SKILLS & KNOWLEDGE**

- Organized, Punctual, and Responsible
- Keyboard typing skills
- Excellent communication and writing skills
- Exceptional internet search skills
- Ability to prioritize tasks based on importance and deadlines
- Motivated, charismatic and ambitious
- Quick learner
- Co-operative, works well in groups and independently
- Ability to adapt quickly
- Enthusiastic to learn
- Hard-worker
- Flexible to change
- Can face challenges
- Combination of business (administrative) and creative interests