

ISRAA OMER MOHAMED MUSTAFA

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Gender Female | Date of birth 02/08/1993 | Nationality Sudanese

Having a B.S.C in Management Information System from Ahfad University for Women, and being exposed to the Supply Chain field through an extensive, one year on job training position as a procurement officer, besides multiple online courses, I'm seeking a new challenging position to increase my knowledge, and to gain an in depth experience in the different processes that comprises the Supply Chain as a whole.

WORK EXPERIENCE

ASAWER OIL & GAS

Khartoum, SD

AUGUST 2018 – July 2019

ON JOB TRAINING: PURCHASING OFFICER

- Lead the full procurement process which includes sourcing, technical evaluation, commercial negotiation and evaluation, risk mitigation, supplier selection and contract execution, in accordance with company's policies and procedures.
- Seek to improve the performance of the Procurement Department.
- Manage all procurement liaisons, communication to ensure prompt and smooth Supply Chain Management across departments.
- Floating the requests for quotation (RFQs).
- Review and verify invoices received from subcontractors and vendors.
- Prepare commercial and technical bid evaluation.
- Prepare Purchase Orders , and documents for the awarded bidder from beginning to close out.
- Follow up the delivery process in coordination with logistics, and warehouse.
- Update the material tracking report (filing and documentation).
- Follow up the payment process with suppliers and finance.
- Follow up with users regarding their material requisitions.
- Provide a monthly written report detailing actual and planned activities, progress and any areas of concern for the materials and parts being secured.
- Provide categorized annual reports detailing expenditures of each department, and each project, based on the material requisition tracking report.
- Ensure the appropriate business involvement at all stages of the process.

ASAWER OIL & GAS

Khartoum, SD

JANUARY 2018 – AUGUST 2018

TRAINEE: PLANNING SECTION

- Schedule projects using Primavera P6 for Project Management
- Reporting progress reports of ongoing projects.
- Organizing weekly reports, along with meeting minutes.

EDUCATION

AHFAD UNIVERSITY FOR WOMEN

Khartoum, SD
2010 – 2016

B.S.C, MANAGEMENT INFORMATION SYSTEMS

- Second Class-Upper with honors degree (GPA 3.67)

PERSONAL SKILLS

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- Time management.
- Team player, organized, and meets deadlines.
- Innovative and critical thinker.

TECHNICAL SKILLS

- Microsoft Office
- Modeling: UML, Business Process.
- Business Intelligence. (Microsoft Power BI).
- ORACLE Database Administration.
- Visual Studio.

OTHER SKILLS

- Excellent Verbal and written communication skills
- Analytical thinker.
- Ambitious, active, and committed.
- Always willing to learn more

LANGUAGE

- Arabic: Mother Tongue
- English: Excellent

CERTIFICATES

APPTTECH INSTITUTE

Khartoum, SD
2017

ORACLE DATABASE ADMINISTRATION

- Certified DBA.

ENGINEERING TRAINING FORUMS

Khartoum, SD
2018

PRIMAVERA P6 FOR PROJECT MANAGEMENT

BASELINE TRAINING CENTER

Khartoum, SD
2019

Business Analysis (CBAP – ECBA Preparation)

OTHER INFORMATION

- National Service: Released (September 2016 – September 2017).

REFERENCES

- Available upon requests.

