

Mohammed Ahmed Osman Haj Ali

B.Sc., CISC

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Profile

Enthusiastic candidate seeking a challenging position in Procurement firm with a multinational/ international entity, or a national organisation with international liaisons, where my contribution would be an asset to the organisation I serve. However, I am versatile to my employer's demands.

Work Experience

February 2020 Up to Date

VISION VALLEY – SUDAN Office

Procurement & logistics Specialist

Responsibilities:

- Preparation, co-ordination and implementation of consolidated annual procurement plans and ensure user departments adhere to it in line with approved budgets;
- Formulate the Value for Money (VFM) framework to inform the organization procurement
- Preparation of Request for proposal documents
- Provide logistical support for project activities; including transport for client visits, events such as workshops, meetings, etc.
- Coordinate the receipt, opening and evaluation of quotations, tenders, or proposals for goods, services or works;
- Preparation and management of contracts in liaison with the Finance and Admin manager for its legality and ensure proper authorization in accordance with Vision Valley policies;
- Ensuring user departments adhere to procurement plans in line with budgets;
- Carrying out market surveys, monitor and evaluate performance of the supply chain function;
- Ensuring sound partnerships with suppliers and clients;
- Ensuring timely, efficient and effective procurement of goods, services and works, while strictly adhering to the procurement policy;
- Establishing in liaison with the relevant departments and end-users, quality specifications of goods and services required by Vision Valley
- Carrying out designated checks on quality and security aspects of procurement;
- Reviewing the supply chain to ensure it is efficient and effective;
- Managing the annual supplier pre-qualification exercise;
- Managing the disposal of obsolete and disposable items with authorization from the Finance and Admin Manager.
- Secretary to the Bid Evaluation Committee; collate and present procurement documentation to the relevant Tender and Disposals Committees for adjudication and award;

- Prepare supplier's contracts and purchase orders and submit for approval;
- Maintain files and records for all procurement processes, tenders, procurement evaluations, contracts, Purchase orders and all correspondences relating to the procurements;
- Submit procurement documents, contract and LPOs for payment processing;
- Facilitate the annual procurement audit and other procurement reviews.
- Facilitate for insurance cover for all assets and equipment for Vision Valley.

December-2013 up to September 2016

MTN- (Telecommunication) - Sudan Branch
Procurement Officer

Responsibilities:

- Management of procurement processes.
- Organize, plan, arrange and undertake the procurement of material and services in MTN-Sudan in order to ensure that material and services are delivered at the best quality in a competitive delivery duration as per (the Worldwide and internal system of MTN) defined procurement and logistics processes and related compliance guidelines.
- Prioritize activities to be conducted by procurement over the year and decompose plan into quarterly / monthly / weekly plans Supervising/executing the procurement process locally.
- Identify immediate list of activities that subordinates team must conduct with immediate effect.
- Strategically analyse the proposal to clearly identify the savings in the cost.
- Preparation of various reports and assessments.
- Arrange projects in line with company's business plan and company objectives for level and quality of service.
- Analysing the supplier's list and vendor's selection, rating and categorization.
- Carrying out the projects and preparation of the tendering documents and evaluation process until the contract preparation and kick off procedures weather it needs negotiation or not.
- Issue Requests for Quotations and evaluating the offers mainly of the Facilities & IT products and services, as part of my role as procurement supervisor, beside trying to save KPIs and reach a fixed price or frame agreement to most of the essential products such as office equipment and all consumable materials (Stationery's) spare parts for (generators and vehicles), electrical, plumping materials, generators, and UPS's (with different capacities, promotional materials, construction materials etc.)
- (usually by preparing at least a 6 month plan) purchasing in bulks, Preparing Purchase Orders and Follow up on deliveries (partial or whole) with the logistic section after providing all necessary shipping documents beside arrangement of payment transfers with finance.
- Maintain and update the list of contractors/ suppliers.
- Analyse the bids and prepare tabulation tables evaluating price, conformity of specifications and delivery lead-time.
- Contract Administration and payments procedure application, review and closure of contracts.
- Implementation of various exercises to effectively manage time and effort in meeting critical dates
- Have a good experience in the ERP Purchasing module.

- Provides advice and guidance to clients/Requesters on procurement matters, and coaches clients on relevant processes (i.e. Requests for Proposals (RFP), Requests for Quotations (RFQ), bid evaluation criteria other competitive procurement tools) to ensure client needs are met Negotiate for best purchasing package (in terms of quality, price, term, delivery and service) with suppliers and sub-contractors assigned
- Track the Contracts/Purchase Order with supplier and Requesting Unit as applicable until order fulfilment.
- Review the Requisitions, specifications and required delivery.
- Monitor and co-ordinate deliveries of items between suppliers (local and overseas).
- Assumes responsibility and oversight of large and complex purchases involving use of Requests for Proposals. Assists departments with specification development, drafts RFP, and serves on evaluation committee.
- Conducts research concerning new products and general commodity requirements (Request for information-RFI)
- Update information relating to the supplier such as about qualification, product, delivery time, after sales service, payment method, potential development, etc. at all times to be able to select the most suitable one;
- Supervise and speed up the delivery schedule of the supplier to the warehouse or to relevant units/individuals
- Perform throughout of the year different statistics and reports besides updating other departments on their orders by posting an up to date report in the internal network and make sure it's updated constantly with delivery dates.
- Perform Ad-hoc duties assigned by management.
- Perform other tasks whenever needed.

March 2010 Up to Jun 2011

**In charge of Procurement Unit,
Administration Department, Bank of Khartoum HQ.
Khartoum, Sudan**

Job Summary

- Responsible for managing the Bank of Khartoum's purchasing system including; a comprehensive Purchase Orders (POs) management and inventory system.
- Reviews material needs of the Bank of Khartoum and maintains contact with vendor and sales representatives to obtain the most favourable price for products that meet the Bank of Khartoum's specification

Job Functions:

Within limits of delegated authority and under the direct supervision of the Head of Administration, the responsibilities will include:

- Designs, implements, and maintains the Purchasing Orders (POs) system for the entire Bank of Khartoum, including all departments & branch office.

- Prepares and issues purchase orders and change notices for all purchases including: general office supplies, equipment, subscriptions, furniture, and repairs to same.
- Analyses market and delivery conditions to determine present and future material availability and prepares reports for management relating to lead times for planning purposes.
- Reviews purchase order claims and contracts for conformance to BoK policy and seeks correction from suppliers.
- Develops an inventory control system that provides information on volume of use, current inventory levels, Just In Time (JIT) purchasing schedules, and distribution requirements
- Controls of all aspects relating to purchasing, storing, distributing, reselling and or salvage
- Any other duties assigned to me by Admin head.

November 2006 Up to March 2010:

**Procurement & Assets Officer,
Administration Department
Bank of Khartoum - Khartoum, Sudan**

Responsibilities:

- Obtain semi quarter purchases plan according to the Retail banking and IT dept forecast.
- Obtain Annual plan, Quantity per month to be imported, Unit price of each Item
- Analyze the Annual plan against the current stock to determine with the Other Department goods to avoid warehouse over storage.
- Introduce qualified vendors & suppliers.
- Prepare the Contract with supplier and obtain the approval from the authorized parties and send the confirmed contract along with instructions.
- Prepare the Payments for the Supplier.
- Provide logistical support necessary in the procurement (receiving, and delivery of goods, equipment to the HQ office).
- Coordinates with other procurement staff as necessary to ensure procurement of goods is timely, accurate, and within budget.
- Analyze and report Productivity, Efficiency Advices business plans & strategies to achieve challenging targets.
- Perform other duties assigned.
- Plans, organize & implement the business planning
- Ensures the Policies & procedures are developed & implemented.
- Follow up & analyze on market data and market research in puts.
- Delivering cost savings for the Bank.
- Managing the procurement supplier relationships.
- Developing sourcing strategies.
- Preparing high quality tender documentation.
- Regularly contacting suppliers to renegotiate prices.
- Resolving disputes and claims with vendors and suppliers.
- Working to create and promote a safe working environment. Inventory and stock.
- Ensure there is an excellent filing system.
- Control all assets movements and guard it by secure register and system or bar-coding system
- Control all transferring assets and assets maintenance.
- Annual insurance for all fixed assets.

Oct 2004 Jun 2006:

Admin Assistant

Care International in Sudan

Food Program – (DEAP)

Responsibilities:

- Maintain records , documentation, and submit regular procurement reports.
- Oversee the program management Managing.
- Maintain a proper local procurement system
- Responsible about staff travel plans and arrangement
- Responsible of assets registering and all book keeping related to assets movement
- Implement the mission inventory system submits and prepares the monthly inventory reports.
- Provide logistical support for office.
- As HR point.
- To manage and coordinate office utilities in terms of review, storage, retrieval, and payment.

Education and Qualifications

Dec 2014 **Certified International Supply Chain Manager (CISC)**

Sep 2004 **B.Sc. Economics & Administrative Sciences, Omdurman Ahlia University.**

IT Skills

- Familiar with different software packages including Microsoft Office: Word, Excel, etc.
- Familiar with Procurement software packages.

Language Skills

- English in both reading and writing with good spoken,
- Arabic language is the mother tongue.

Training, workshops,:-

May 2010:

- **Effective Supervisions Skills & Leadership**
Project Management Fundamental
Optimiza Solutions

November 2007:

- **Facility Management**
Comet Consulting Limited – UK

February 2007:

- **IT Vendor Selections**
LKS Microsoft Gold Certified

April 2006:

- **Warehouse Management Training**
Care international in Sudan (DEAP)

November 2005:

- **Finance management Training**
Care international in Sudan

KEY COMPETENCIES AND SKILLS

- Supply chain management
- Budget management
- Strong negotiating skills
- Change management
- Process management

Personal

Nationality : Sudanese
Date of Birth : 10/02/1979
Marital Status : Married

References:

Hatim Mohamed Hussein Osman
Manager, Global Sourcing & Procurement
Supply Chain Management
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