

Mohammed Alaeldin Ali

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Khartoum

Sudan

SUMMARY

A well-presented and proactive Accountant who has a relentless drive to have a broad impact rather than just deliver results, I'm presently looking to join a company where success is rewarded and internal succession is always given priority.

PROFESSIONAL EXPERIENCE

PROCUREMENT OFFICER

Excalibur Global General Trading (January 2015 – Present)

- Knowledge of purchasing process as well as general knowledge of budgeting and cost-management.
- Possessing effective negotiation skills.
- Strong communication and interpersonal skills with fluency in English and Arabic.
- Ability to work both independently and within collaborative environments.
- Exhibiting attention to detail.
- Administration and Management – Utilizing strategic planning, resource allocation, leadership techniques and production methods skills and demonstrating knowledge of business and management principles while coordinating people and resources.
- Customer and Personal Service – Using knowledge of principles and processes to provide customer and personal services, including customer needs assessment, meeting quality standards for services and evaluation of customer satisfaction.

Auditor

Medani & Co. Chartered Certified Accountants & Financial Consultants (July 2014 – January 2015)

- Auditing at institutions, bodies and companies in commercial and industrial private as well as public sector.
- Participating in the calculation of some of the companies set up accounts and financial statements.

TRAINING EXPERIENCE

Al Shamal Islamic Bank (September 2012 – October 2012)

- Department of electronic clearing.
- Department of Finance Payments.
- Customer Service Department.
- Department of Public Administration and Banking Operations.

EDUCATIONAL BACKGROUND

- Sudan University of Science & Technology (June 2014).
BSC: Science in Business Studies - Accounting & Finance
Class of Award: Second Class – Division One

KEY SKILLS

- Computer
Microsoft Word.
Microsoft Excel.
Microsoft Powerpoint.
- Language
Arabic: Native English: Very good
- Received Local Purchase Material Request (LPMR) from requestors as per specifications.
- Sourced, selected and negotiated for the best purchase package in terms of quality, price, terms, deliveries and services with the supplier.
- Devised quotations, sent inquiry, received incoming and outgoing calls as well as fax and emails from the suppliers.
- Prepared purchase requisition and local purchase order for all departments and branches.
- Encoded local purchase order number and purchase requisition with vendors.
- Applied reference in LPMR and attached it with quotations.
- Dispatched/received all local purchase order to/from concerned authority.
- Prepared copies and faxed all local purchase orders to suppliers, stores, workshops and branches.
- Encoded all reference of purchase requisition and local purchase order number, requisition number, vendors' names and date and accordingly forwarded necessary documents to accounts department for payment processing.
- Coordinated with suppliers to ensure on-time delivery and receipt of invoices and delivery notes from them.
- Attached invoices and delivery notes to local purchase ordered as well as checked the details of materials delivered.
- Encoded invoices and delivery note numbers, dates and total value of invoices for Material Received Reports (MRR).
- Received MRR documents, verified numbers/dates and prepared list of documents to be sent to the accounting department.
- Executed and monitored all regular purchasing duties, including verifying petty cash fund and filing as well as securing confidential files of the company
- Can effectively work on own initiative, as part of a team, or as the leader of a group.
- Ability to provide leadership, motivation and strategic direction to a multifaceted team.
- Proven ability to achieve results in very high pressure environments and to keep teams motivated.
- Ability to build good relationships with the staff.
- Ability to build a very good Analytics Data.
- Ability to follow instructions and use initiative.
- Strong behaviour Management skills.
- Hardworking & dedicated, willing to put in extra time to learn and accomplish a task.
- Excellent problem-solving, communications and presentation skills.
- Willing to learn and adapt to new technologies and methods.
- Good decisional making abilities.
- Open-minded, willing to meet new people.
- Fully prepared to work in flexible hours.