

Asim Bakri

Sudan
Khartoum , Single
+249902969595
asim14295@gmail.com

Summary

pleasant, professional and proficient (surveying engineer, administrator, advisor call center) with a long track record of ensuring things run smoothly behind the scenes of a busy office and site . effective team member and ability to meet deadlines and ensure that the highest standards of Office organisation are maintained at all times. I have a methodical and thorough approach to work, and will go out of my way to maintain an enjoyable and clean working environment. I have experience of working with the general public, both face-to-face and over the telephone and is someone who will always go that extra mile to get things done. Right now I am looking to work for a company that offers excellent opportunities for personal and professional development

Education

Omduman Islamic University faculty of engineering sciences

Omdurman, Khartoum
Graduated May 2018

Bachelor's Degree(honor) in civil engineering (surveying)

English culture center Courses

Khartoum, Khartoum
Enrolled April 2015

. 7 levels at English culture center for improve English language skills (reading, writing, speaking, listening)

Engineering council Computer science

Enrolled January 2018

- . Computer applications
- .engineering programs
- . Membership at engineering council

Employment History

Bhm constantly Co. Ltd Administrator

Khartoum, Khartoum
February 2017 - Present

Responsible for handling the day-to-day administrative and financial tasks of the office and making sure that everything runs smoothly.

Financial duties :-

- . Implementation all the Banking operations(deposit, withdraw, transefer)

- . Issues salaries to staff with (cash, cheque, transefer to staff account)
- . Checking with Bank company account from time to time
- . Using withdraw machine of company

Administrative duties :-

(Carrying out large volumes of filing while retaining a good level of accuracy and efficiency.

- Maintaining an effective administration system.
- Rapidly responding to and resolving any administrative problems.
- Managing related legislative, regulatory and compliance issues.
- Running the company reception area.
- Coordinating office procedures(customers, staff, drivers)
- Making sure that information is quick and easy to locate.
- Ordering and maintaining office stationery and equipment.
- Typing up correspondence including letters, , minutes and memos.
- Offering a warm and friendly welcome to any visitors.
- Sorting and distributing incoming post.
- Processing staff payrolls, keeping account of finances and updating staff files.
- Receiving and redirecting telephone calls.
- Raising and progressing purchase orders.
- Booking travel and accommodation for senior managers
- .Updating office manuals and brochures.
- Managing electronic and printed files.

Estabrag for advertisements and marketing

Call center advisor

Khartoum, Khartoum
June 2015 - February 2016

- . Proficiental dealing with customers
- . Dealing with customers objections
- . Proficiental customer care and meet customers needs
- . Proficiental customer via phone
- . Proficiental dealing with customers proplem to find perfect solution
 - As an Outbound Agent contacts consumers and businesses as identified by the numbers in a leads list;
 - Offers products and services of retail clients;
 - Conducts phone-based surveys for healthcare clients;
 - Procures subscriber information to update company records;
 - Assists in provisioning services for telecommunication clients;
 - Works to consistently meet all established goals and metrics;
 - As an Inbound Agent, receives calls from subscribers of clients' services;
 - Provides customer support services for retail subscribers;
 - Provides technical support services for cable subscribers;
 - Provides client support services for airline/ hospitality subscribers;
 - Manages the list of contacts that are distributed by a predictive dialer;
 - Uploads status of calls in the Customer Relationship Management or CRM database;
 - Prepares status reports as required by Performance Analyst.

E. Mohamed Ali

Quantity surveyor

Omdurman, Khartoum
January 2019 - Present

- Prepared the bills of quantities.

- Participated in the preparation of proposals.
- Developed a list of qualified suppliers for cladding and steel
- Prepared weekly and Monthly cost reports for contractors.
- Ensured compliance with policies and procedures
- Price analysis and recommendations for all bids to be discussed at the tender review group meetings.
- Verify any technical changes required in variation orders prepared during the implementation of the projects, by preparing a special report attached with the variation orders.
- Update estimated prices by carrying out markets' site visits; share this information with other departments.
- Check the quantities in BOQ during site hand over for the contractor and match them with the implemented quantities at the site.

I deal for trading and constructions Co.Ltd

Surveying engineer (training)

Khartoum, South Governorate

January 2019 - Present

- Performed field surveys and evaluated quality control work of subcontractors.
- Organized and conducted topographic surveys to set boundaries.
- Maintained records of equipments and measurements and ensured accuracy.
- Inspected surveying techniques of building conditions as per initial inspections.
- Coordinated with field staff members and supplied appropriate elevations for projects.
- Performed analysis to ensure job safety and reduced risk

. Setting and determine all the measurements building dimensions

. But all the Coordinates from map to field by total station

Professional Skills

System enterer	Expert
Accounting	Advanced
Engineering devices	Advanced
Computer applications	Advanced
Microsoft excel	Expert
Communications	Advanced
Time Management	Advanced

Hobbies & Interests

- . Global news (channels , social media)
- . Driving
- . Swimming
- . Football
- . Companies websites

Languages

English language Proficient

References

Available On request

Decouments

Available On request

Job objective

Seeking to join a reputed organization as an(surveying engineer, quantity surveyor, administrator, call center) to deliver the best of my professional ability.

Instruments used

1. Total station
 - . Lieca 02
 - . Lieca 407
2. Theiodeliet
 - . Digital topcon
3. Level
 - . Lieca
 - . Sokkia
 - . Topcon

Achievmenents

- . Employee of the year 2018
- . Certificate of promotions