#  **NRMEEN MOHAMED OSMAN**

# **EMAIL:** **NRMEENFARAH87@GMAIL.COM** **ADDRESS: KH - Omdurman AltHwra 20**

#  **Material status: Single**

# **DATE OF BIRTH: 31/03/1987 Gender: Female**

#  **Religion: Muslim**

# **MOBIL: +249 918021204 NATIONALITY: SUDANESE**

**“7 Years’ experience on business related specializations, seeking to increase (skills, knowledge, and abilities), with position in stable company, to push my skills up”**

**Work X**

**experience**

**Product Management Director Acting JAN 2021 – TILL NOW**

ANABIA FOR INTEGRATED SOLUTIONS CO. LTD. **(MOHAMED NOUR OPTICS & CO) (MAYA OPTICS)**

**Responsibilities: -**

**Purchasing: -**

1. Selection of suppliers, And products with quality and prices commensurate with the company’s policy and agreement with shipping companies in line with the needs of the company.
2. Solve the problems of suppliers and shipping companies by managing contracts and establishing clear policies and purchasing systems that help avoid problems.
3. Prepare and process purchase requisitions and purchase orders for supplies and equipment and manage online purchasing systems.
4. Analyzing the market and delivery systems, ensuring the availability of materials in the future, and informing management of market conditions and goods costs.
5. Organize reports on purchases daily, weekly and monthly
6. Receive invoices, verify purchase orders and upload them to the system correctly, and work with the accounts department to ensure the accuracy of the information before entering the accounting system.

**Pricing: -**

1. Create and update pricelist according to cost and foreign currency exchange rate and Coordinate with marketing and operation and Accounts. departments
2. Create and update product coding and match to pricelist.
3. Monitor supplier pricing and costing and create a report to give to upper management.
4. Calculate cost and devise ways to improve and reduce.

**Warehouse: -**

1. Supervising the receipt and arrangement of goods, their storage and distribution, and familiarity with the correct quantities through inventory and comparison with the program and the accuracy of the results.
2. Ensure that the workflow is of high quality by recruiting and training employees.
3. Send daily, weekly and monthly reports and notify management of all new data and process. Planning the future capacity of the store
4. Supervising the stocktaking.

**warehouse and wholesale specialist Aug 2018 –To: Dec 2019**

**Anabia for Integrated Solutions Khartoum Sudan**

 **(MOHAMED NOUR OPTICS & CO) (MAYA OPTICS)**

**Responsibilities: -**

**Wholesale: -**

1. Bringing new customers, presenting and marketing the company's products and services.
2. Responsible for making customer orders and following it until they reach the customers.
3. Train the sales rep and other users involved in Store transactions and provide continuous coaching and guidance whenever needed.
4. Wholesale reports.

**Warehouse: -**

1. Make and Following external and internal supplies orders (lenses).
2. Searching for new products and suppliers to suit with the company plans and requirements.
3. Supervising of store transactions (receipt - distribution – scrap- Stocktaking) and check it in ERP system.
4. Responsible for coding the products and uploading products cost and price in the ERP system.

Supply chain executive From April 2015 –To: July 2018

ANABIA FOR INTEGRATED SOLUTIONS CO. LTD.

 **(MOHAMED NOUR OPTICS & CO) (MAYA OPTICS)**

**Responsibilities: -**

1. Following external supplies orders: ordering, receiving and distributing among the stores/ showrooms.
2. Insure that the available materials on store are always /updated on system and consistent with the stores available quantity and withdrawn quantity, report any inconsistency and investigate the failure.
3. Monitor daily transactions on system, report any incorrect entries and correct them on system.
4. Provide creative ideas/suggestions and workflow on how to ease the process for new users and reach error free transactions on system.

Junior procurement Nov 2013- To April 2015

MNOUR Optics Khartoum Sudan

**Responsibilities: -**

1. Receive daily showrooms requests/sales and handle the required Lenses according to System and Manual Eye test card to work shop for fitting on time.
2. Insure that lenses required on system matches what is written on manual record and Report any inconsistency to WH Manager.
3. Request lenses not available on store via company system /channel monitor transaction, shipping and arrival process. Provide updates whenever needed.
4. Receive external requests lenses supplies and insure that all billed items have been actually been requested and arrived before handling the bill to concern department for approval.
5. Assisting in regular Inventory process as Scheduled.

Call center Agent 2012- To 2013

**Responsibilities: -**

1. Answers inquiries by clarifying desired information; researching, locating, and providing information.
2. Resolves problems by clarifying issues; researching and exploring answers and alternative solutions; implementing solutions; escalating unresolved problems.
3. Fulfills requests by clarifying desired information; completing transactions; forwarding request.

**Training experience**

* + - * **National Electricity Authority**
			* **Commercial Farms Bank**
			* **Sudanese French Bank**
			* **Petronas Company**

**QUALIFICATION**

**(2008)**

* + - **BSc, Banking and Insurance studies, Good.**
		- **Faculty of Economics and Administrative Sciences**
		- **University of Omdurman Alahlia Khartoum-Sudan**
		- **odoo ERP system Certificate.**

**KNOWLEDGE&**

**SKILLS**

* **Fluent in English**
* **Microsoft Office package: Microsoft Word, Excel, Access.**
* **Database operation: Microsoft Office Access.**
* **Excellent with ERP Systems.**

**SOFT SKILLS:**

* **Work Ethic.**
* **Flexibility/Adaptability.**
* **Teamwork.**
* **Communication.**
* **Problem-Solving.**
* **Interpersonal Skills.**