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| **Yasmin Saif AlDin Idris**  |
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| ***OBJECTIVE*** *To obtain employment with a company that offers a positive atmosphere to learn and implement new skills and technologies for the betterment of the organization.* |
| ***SUMMARY****I’m eager to join the collaborative work environment at your company and learn everything I can about the latest in Inventory and Operations. As a fast learner and team player, I would thrive here.* |
| ***COMPETENCIES*** |
| *Time Management* *Manage Performance**Reporting* | *Communication**Critical Thinking Emotional Intelligence* | *Adaptability**Time Management* *Initiative/Innovation* |
| ***ORGANIZATIONAL EXPERIENCE*** |
| ***Rubaiyat Group*** ***www.***[***rubaiyat.com***](http://rubaiyat.com/) ***,Jeddah – Saudi Arabia***  |
| **Financial Inventory Controller** *July 2014 – December 2015** *Oversee inventory and supply chain management according to company guidelines*
* *Perform critical inventory tasks to ensure the correct amount of items are in stock*
* *Maintain updated and accurate records of inventory, including transfers and cycle counts*
* *Review documentation and monitor product codes to search for discrepancies; troubleshoot quantity discrepancies between stock and records*
* *Develop and implement improvements to existing operational procedures in order to maximize efficiency and cut operations costs*
* *Respond to Head of Retail & the Retail Operations Managers inquiries and purchase orders*
* *Collect and analyze data to determine appropriate order quantities and process orders for shipment*
* *Review operations schedules and production requirements to ensure timely order fulfillment*
* *Track rates of accuracy, purchase and return as well as defective items to inform quality control decisions*
* *Prepare, generate, and file financial inventory reports reviewing reports monthly with management*
* *Nurture positive relationships with suppliers and provide customer service as needed*
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| ***Rubaiyat Group*** ***www.***[***rubaiyat.com***](http://rubaiyat.com/) ***,Jeddah – Saudi Arabia***  |
| **Operations Coordinator** November 2006 – July 2014 * *Running sales reports for Head of Retail & the Retail Operations Manager*
* *Have daily contact with store managers to facilitate processes in the retail department and store needs*
* *Generate and report on store sales and KPIs on a weekly and monthly basis*
* *Coordinate training and staff motivation programs and drive sales through incentives*
* *Liaise with other departments to ensure retail processes and reporting are facilitated*
* *Coordinate implementations and improvements of technology in store*
* *Manage company staff uniform records, staff purchase records and discounts*
* *Acting as an Assistant to both Head of Retail & the Retail Operations Manager*
* *Managing, monitoring and reporting on store costs i.e. consumables, stationary, drinks and utilities*
* *Managing administrative duties for the Retail Managers*
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| ***Rubaiyat Group*** ***www.***[***rubaiyat.com***](http://rubaiyat.com/) ***,Jeddah – Saudi Arabia***  |
| **Quality Assurance Assistant***September 2005 – October 2006** *Analyze inspection, data and produce quality assurance reports for outlets*
* *Effectively discuss compliance issues and track correspondences with responsible parties*
* *Assist with continual improvement and customer satisfaction initiatives*
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|  ***EDUCATION AND CREDENTIALS*** |
| ***Bachelor of Marketing and Production Management 2008******The National University****Jeddah, Saudi Arabia**July 2008* |
| ***LANGUAGE SKILLS*** |
| * *Arabic, Fluent – Mother Tongue*
* *English, Good*
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| ***INFORMATION TECHNOLOGY SKILLS*** |
| * *Windows Office Applications*
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| ***PERSONAL DETAILS***  |
| ***Birth Date****:* 07th May 1985***Gender****: Female* ***Nationality****: Sudan* ***Marital Status****: Married*  |