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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* | | |
| ***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* | | |
| ***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* | | |
| ***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* | | |
| ***INFORMATION TECHNOLOGY SKILLS*** | | |
| * *Windows Office Applications* | | |
| ***PERSONAL DETAILS*** | | |
| ***Birth Date****:* 07th May 1985  ***Gender****: Female*  ***Nationality****: Sudan*  ***Marital Status****: Married* | | |