

Abdallah Mahmoud Amin SidAhmed

Business Administration

Quality-oriented professional with 4 + years of experience and a proven knowledge of back office operations, and executive support. Aiming to leverage my skills to successfully fill the Administration Supervisor role at your company.

✉
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☎
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📍
Khartoum, Sudan

📅
Abril, 10, 1994

SKILLS

Microsoft Office

Project management

Problem solving

Data Analysis

Relationship building
and support

Team Work

Business Level
Communication

WORK EXPERIENCE

Rental Services Coordinator

DAL Innovative Agricultural Company (DIAC)

07/2020 - Present

Khartoum, Sudan

Achievements/Tasks

- Manage rental usage, processing checkins and checkouts, coordinating deliveries, and maintaining rental schedule.
- Conduct and coordinate rental solutions, working with sales team to follow up rental leads.
- Maintain rental inventory, tracking and inspecting rental equipment.
- Establish and prepare rental contracts and documentation, generating quotes, inspection reports and billings.

HR & Admin Officer Golden Arrow Toyota

07/2019 - 12/2019

Khartoum Sudan

Achievements/Tasks

- Organize and maintain personal records.
- Update internal database (e.g. record risk or maternity leave).
- Prepare HR documents, like employment contracts and new hire guides.
- Create regular reports and presentations on HR metrics (e.g. turnover rates).
- Revise company policies.
- Answer employees queries about HR-related issues.
- Assist payroll department by providing relevant employee information (e.g. leaves of absence, sick days and work schedules).

Administration Officer Golden Arrow Toyota

01/2019 - 03/2019

Khartoum, Sudan

Achievements/Tasks

- Manage office supplies stock and place orders.
- Prepare regular reports on expenses and office budget.
- Maintain and update company database.
- Organize a filing system for important and confidential company documents.
- Update office policies as needed.
- Maintain a company calendar and schedule appointments.
- Book meeting rooms as required.
- Distribute and store correspondence (e.g. letters, emails and packages).
- Prepare reports and presentations with statistical data, as assigned.
- Arrange the cars license renew and maintenance.

LANGUAGES

English
Native or Bilingual Proficiency

Arabic
Native or Bilingual Proficiency

WORK EXPERIENCE

Administration Officer F&M International Co.

01/2015 - 12/2018

Khartoum, Sudan

Achievements/Tasks

- Manage office supplies stock and place orders.
- Prepare regular reports on expenses and office budget.
- Maintain and update company database.
- Organize a filing system for important and confidential company documents.
- Update office polices as needed.
- Maintain a company calendar and schedule appointments.
- Book meeting rooms as required.
- Distribute and store correspondence (e.g. letters, emails and packages).
- Prepare reports and presentations with statistical data, as assigned.
- Arrange the cars license renew and maintenance.

CERTIFICATIONS

Strategic Knowledge Management

EDUCATION

**Information Technology (Business Administration)
Future University**

Khartoum, Sudan

04/2015