

Curriculum vitae

Osman Mohamed Omer

sudan

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Carrier Objective: -

Seeking a suitable position in **Electric Engineer** with a reputed Organization, where my education and experience can contribute to the enrichment of myself and growth of the organization

Academic Qualification: -

- Diploma OF Electric Engineer, 2015
Red Sea University, Sudan

- Diploma OF Marine Science,

Work Experience: -

Organization : **ALAMWAJ For Building Materials - KSA**
Location : Macca - KSA.
Position : Technician
Period : From 2013 to 2015

Organization : **ALZAHID Tractors - KSA**
Location : AlDamam - KSA.
Position : Assistant Engineer
Period : From 2015 to 2018

Job Profile :-

□ Cross checking requested quantity of the spare parts and provision from the vessel with ROB and inventory.

□ Maintain the healthy relationship with all suppliers and provide the inquiry to right vendors/ suppliers.

- Preparing complete documentation of onboard inventory and updating with current ROB.

- Proper recording of proposals/quotations from the suppliers and convey them for better negotiation of price and payment terms.
- Preparing comparison quotation from the all proposals and submit to the management for the approval.
- Better coordination with account department for controlling the current cash flow.
- Preparing of the LPO as per the approval and issuing to suppliers for the confirmation.
- Carried out inspection of the spare parts on the warehouse of the supplier before the delivery and cross check the specification as same requested.
- Continues follow up with suppliers for proper delivery of the order on right time.
- Proper recording of the delivery notes and invoices from suppliers.
- Prepare the packing list, invoice and coordinate with ship chandlers for the shipment of the spare / provision into all ports.
- Ensuring selection of right vendors for the below mentioned materials according to the specification and class requirement.

IT Skills: -

- Windows Operating System
- Systems involving Microsoft Office Packages

Personal Information: -

Date of Birth	:	15-3-1986
Gender	:	Male
Marital Status	:	Single
Nationality	:	Sudanese
Religion	:	Muslim
Languages Known	:	Arabic & English
Driving License	:	KSA & Sudan

Declaration: -

I hereby to confirm that above information provided is correct to the best of my knowledge and belief.