

Sohayla Mohammed

AL Jeraif ♦ block no. (4) ♦ House no. (259) ♦ +249918201639 ♦ sohaylawagad@gmail.com

Objective

Seeking a position as a valued member in organization where I can utilise my current skills as well as to gain new skills and leverages my achievements, skills, energy and talent.

Profile

Procurement Officer with experience in business development ,Administrative support professional offering versatile office management skills and proficiency in Microsoft Office programs, ability to talk and conduct business in English Strong planner and problem solver who readily adapts to change, works independently and exceeds expectations Accustomed to long work hours.

Skills Summary

- ♦ Oracle Application – ERP (Procurement Module & inventory Module)
- ♦ Microsoft office
- ♦ Microsoft windows
- ♦ Office procedure
- ♦ General Office Skills
- ♦ Fluent English) (written and spoken)
- ♦ Good French (written and spoken)

Education

2004-2007 Sudan University of science and technology –bachelor of languages in French and English language

2007-2008 Sudatel Telecommunication Academy: diploma in Microsoft office.

2006-2007 Young men Christian association, secretarial training centre-certificate of English language and secretarial advance training programme

Septembre 2014 Training course in SAP Application E-Procurement in Etisalat Academy-dubai

Decembre 2017 OTC Training center Advance Training course in standard bidding documents and tender management

Employment History

January 2008 Sudan shipping line, Working in different departments with in the company and currently working in the executive office.

April 2008 Integrated Business Company - procurement assistant

Tasks and Duties:

- Preparing quotations according to the customer requirement.
- Finding the best available price in the market.
- Negotiate the price and payment terms with the suppliers and customers to maximize the profit.
- Managing the process from the moment the customer places the order to the point of delivering the goods to the customer.

Sohayla Mohammed

- Follow up with customers on past quotations.

January 2014 Canar Telecommunication Co - procurement Officer

Tasks and Duties:

- Receives and reviews approved requisitions for material, equipment and services.
- Consults with users to develop specifications; makes recommendations regarding purchases.
- Release RFQ to the prequalified suppliers/vendors depending on the urgency.
- Contacts and receives quotes from appropriate vendors; compares costs and evaluates the quality and suitability of equipment, materials and supplies.
- Evaluates vendors/suppliers offers and bids.
- Coordinates purchasing details with vendor and the Purchasing Department, including negotiating the price delivery term & Time
- Verifies budget codes and availability of funds.
- Enters all data related to purchases into the ERP system for PO issuance, arrange to generate relevant reports.
- Prepares and issues purchase orders in accordance with Company procurement procedures. Includes completing payment requests, receiving, reviewing and verifying vendor's invoices and shipping documents.
- Check with the warehouse and end user that the goods are delivered and matching the required specification
- Receiving the final invoice from supplier and submit it to the finance for payment.
-
- Creates original draft correspondence; composes and prepares reports, memos forms,
-
- Performs other similar or related duties such as preparing reports and, as requested, updating Material Management Manager on materials requisitions and purchase orders status, etc.

Other skills _____

- ◆ Good team working skills, multi tasking, punctual
- ◆ Good user of word, excel, acces.internet and E-mail packages

Reference -----

Available Upon Request