

Khadeeja Abdelwahab

(Management & Engineering)

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حلفاية الملوك، Sudan

About me

I am keen, assertive, proactive, motivated, excellent adaptive abilities, workaholic, thrive in deadline-driven environment, strong communication Skills, Strong organizational skills, Fast learner.

Skills and tools

- Management
- Analytical skills
- Commitment
- Confidentiality

Education

Bachelor in engineering-(November 2009 - November 2014) Sudan University of science and technology

Survey engineering - GIS Major

Work Experience

HR/Quoting Analyst(July 2021 - Currently working) Electivo insurance group

It's an insurance company based in Texas U.S, i am Conducting interviews & overseas testing requirements for candidates for the company's HQ based in Texas U.S & all the branches in Mexico, Pakistan and domestically here in Sudan. Also working as an Quoting analyst issuing insurance policies for the people in the U.S

Procurement/Recruitment/logistics officer(- Currently working) Elbarbary Group

Managing orders process from ordering, negotiation with suppliers from all around the world, tracking the shipment, clearance from customs till arrives to the warehouse, overseas Maintain supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying

receipt of supplies. Handle sensitive information in a confidential manner, Interviewing and Hiring Candidates for jobs, oversee and supervise the work of junior staff, Managing shipments; handling marine, cars, freight insurance, tracking shipment, managing taxes for each freight. Obtaining visas, renewal residency for foreigners. Contact with international companies and managing contracts of offers and payment

Executive manger(December 2020 - October 2021) Paris training center

Managing the center's work flow, finding the eligible trainer, preparing the course content, Contac with each and every student for each course, plus working as a marketing manager for the center.

Gis Analyst(April 2019 - October 2019) Housing and development fund

Developing popular and economic housing projects for Khartoum state.

Teaching assistant(August 2018 - March 2019) Smart international school, Khartoum (Sudan).

Worked as a teaching assistant for 1 school year at Smart international school, Khartoum (Sudan).

Survey engineer(June 2016 - February 2017) Mash engineering for contracting

Worked at the projects management department as survey engineer and Administration Officer.

Awards and Certificates

Gis Basic(-)

Sudan University of science and technology 14 days

It's a software program

Gis advanced(March 2020 - March 2020)

Paris training center 16 Days

ArcGis server(August 2020 - September 2020)

Paris training center 15 Days

