

RESUME

Khalid Salah

CAREER OBJECTIVE

With experience in warehousing, logistics, (SCM), procurement, transportation and material management, I seek an administrative opportunity taking advantage of strengths in process improvement and problem solving to have an immediate impact on production processes, analysis, and profitability to help a Achieving the vision, mission and objectives of the organization and create added value. And to help myself grow more professional.

CONTACT

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SUDAN



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EDUCATION

MBA

2017 - 2019

Sudan University of Science and
Technology

MASTER

Economic

2005 - 2010

Juba University Sudan

Bachelors

3.3 - 4.0

WORK EXPERIENCE

Peresent Store & Outlet Operation Coordinator
July 2021 SUTRAC - DAL GROUP

❖ Sales Operations

Oversee all sales Operations (including invoicing & Payment transfer), provide correct pricing and posting invoices in the system, and control the parts ordering and transfer between Branches/Outlets in order to ensure sustainable Parts business in upcountry stores

❖ Logistics Handling

Monitor the process of orders/transfers to ensure efficient logistics process and minimal lead time; guarantee proper documentation against any transaction is obtained (whether Receiving or ordering parts) in order to maintain an efficient and updated record system to assist with auditing and reviewing.

❖ Regular visiting:

Regular visits to branches/outlets to ensure all activities and operations in facilities are on track as planned.

❖ Parts Stock Analysis :

Track and analyze parts stock and closely monitor parts re-order points in order to optimize parts stock levels.

❖ Claims Management :

Track claims of discrepancies, damaged or wrong-shipped parts from branches/outlets with inventory controller periodically to ensure that all parts are received by end users.

❖ Team Development:

Coach, instruct and train branch's personnel in order to increase productivity.

❖ Reports:

Market movement, sales, lost sales, expenses, and staff timelines; and maintain proper and comprehensive documentation of all Outlet activities in order to optimize parts business in upcountry stores.

Jun 2021 Store Keeper
Jun 2015 Afrah Tobacco

ABOUT ME

- Create additional value by efficiency in performance by learning and development
- Friendly and helpful
- Team player
- Resourceful

SKILLS

Team Work	
Creativity	
Microsoft Office	
ERP	
Computer Skills	

LANGUAGES

Arabic	
English	

❖ Receiving

- Supervise receipt of all shipments. Process receiving, discrepancy, and damage reports as needed.
- Assume responsibility for delivery of all items received by warehouse
- Evaluate complaints received on shipments of equipment and supplies and take appropriate action.
- Follow up with shipping agencies about goods in sea/airport.

❖ Inventory

- Supervise warehousing and storage of all supplies, production input, finished production and Spare parts.
- Supervise and follow up on all matters related to human resources planning system.
- Initiate all purchase requests to keep stock items available at all times.

❖ People Management

- Monitor staff on dimensions including time management, quality of work etc so that respective functions are carried out effectively and efficiently.
- Monitor the performance of staff on an on-going basis, conduct performance reviews of agreed goals and competencies and ensure that all staffs are working towards an individual development plan.

❖ Issuing and analyzing reports:

- Inventory (stock - stock movement)
- Order Limit - Time of purchase - Default order quantity
- Minimum Inventory
- Production.
- Sales.