

Monhil Alsalhi

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Education:

- B.B.A (Business administration) from Bhrathidasan University. Trichy, India 1995-1998.
- P.G.D.C.A (Post graduate diploma in computer science and application) from Bhrathidasan university Trichy, India 1999-2001
- M.B.A (Project management) Garden city collage for science and technology Khartoum, Sudan 2010- 2011
- HDSC Higher diploma in software engineering from APTCH Trichy, India 1999- 2001
- Report writing skills certificate from City & Guilds International
- Interpersonal skills course from UNMIS training center.

Employment:

- **Transportation officer 6/7/2017 -24/6/2019. Dal group, Sayga**

Duties and responsibilities:

1. Act as transportation unit first gate of receiving dispatch /transfers notes in order to start proceed with transporters process
2. Coordinate with sales/customers/agents/planning/production/storekeepers in order to solve their transport operations issues
3. Address and solve transport problems and coordinate with respective parties to assist in the possess
4. Coordinate with transporters to insure pickup /offloading process / locations are covering the right areas
5. Handling of dispatch /transfer notes along with the generation of BL number and submit it to the transporter
6. Support Dal group transport operations
7. Receive, review, check and process of all transporter's claims (Volume transported, Freights paid and rates verification)
8. Handles any damage/lost goods which are reported on the road/at destination and deducts from transporters claim
9. Follow up with finance team to ensure completion of PO process
10. Coordinate with transporters representatives, finance/IT/lean teams and dispatchers in the PO's creation process
11. Provides continuous improvement and generate new ideas for the job's; role, activities, tools, products, process, systems, policies, plans...etc
12. Continuously improve job relevant customer services at all times
13. Explore creative approaches, practical solutions to solve problems and seek diverse solution to work issues

14. Proactively takes steps to influence or promote positive culture change at all times
15. Minimize, manage and eliminate all types of job waste and adopt lean/kaizen practices and approaches when and as necessarily.

- **Logistics officer 1/10/2011-6/7/2017 up to date. Dal Group Sayga ,Sudan**

Duties and responsibilities:

- 1- Control Dispatch and shipment of fished products
- 2- Ensure timely availability of trucks.
- 3- Dealing with transporters and drivers on daily basis, handle any request and compliant made by the customer.
- 4- Identify transport requirement for the finish product (B2B & B2C) in coordination with sales and logistic officer.
- 5- Coordinate the means of transport like truck, vans etc that are entering terminals.
- 6- Assign the drivers to their respective vehicles and make sure that they leave and arrive according to schedule.

- **Camp management assistant 9/8/2010 -31/07/2011. UNMIS Khartoum, Sudan. General Service section.**

Duties and responsibilities:

1. Make sure that the UNMIS premises are well maintained and cleaned.

Keys related actions:

- 1- Monitoring the contactors to clean UNMIS HQ.
- 2-Supervise contractors performance to reach desired goals.
- 3- Evaluate services rendered and report any deviation in TCC.
- 4-Participate in arranging the duty roster for camp management assistants

Success Criteria:

- 1/ Clean UNMIS HQ.
- 2/ Assisted in preparing general service reports.
- 3/Smooth running for the shifts for Camp management assistants
2. Make accommodations for Transitees and UNVs in TCC with co-ordination with FC Office.

Key related action:

- 1- Arranging accommodation for transitees.
- 2- Ensure room distribution and log book registration.
- 3- Making daily meal list and submit it to cafeteria three times a day.

Success Criteria:

- 1- Quality services for all UNMIS Staff Staying in TCC.
- 2- Minimizing Complaints.
3. Monitor and evaluate the services of the report of all contractors at Transit Camp and transit hotel.

Key related actions:

- 1- Supervising the quality of food services and reports any Violations to the contractor.

- 2- Check up the food cleanliness and ensure that services are provided.
- 3- Supervise the laundry contractor dropping off and collection the laundry of transitees.

Success criteria:

Environmentally healthy UNMIS Facilities.

4. Meal list is ready daily in TCC.

1- Prepare meal list and submit to canteen, get signed by personnel who staying in TCC.

2- All transiting people have their meals.

3- The meal attached to the invoices that come by the contracting company.

Success criteria:

Standard food quality is served to all UNMIS staff and TCCs.

5. Contact / monitor the relevant sections

Key related action:

1- Contact BMS repair (Toilets, doors, locks ...etc)

2- Contact A/C technician to fix the A/C

Success criteria:

Living area is comfortable, transitees are satisfied.

6. Performance expectation:

Improve the work with UN standards concern (cleaning, revise the invoices, computerizing the booking for accommodation by using louts note).

Make facilitations for transitees in TCC.

- **Dispatcher 1/4/2006 -8/8/2010**, Transport and movement & control sections. UNMIS, Khartoum, Sudan.

Duties and responsibilities:

1. Establish initial Transport Dispatch Operations and provide transport support to all.

Sub goals:

a. Identification of all routine transportation requirements in UNMIS Khartoum and the regional offices.

b. Prepares, implements and control methods to cater for those requirements.

c. Validates all transportation arrangements route planning and reconnaissance.

d. Establishes service timetable rosters

e. Coordinates the provision of ad-hoc transportation services to meet all the staff and equipment movement for operational duty purposes.

f. Constant availability of vehicles for temporary assignment in support of the emergency task as directed by the Chief transport officer.

2. Effectively manage the shuttle services and the individual pick ups. Shuttles, Airport, Other duty stations/Offices

a. Daily on receipt of transport request immediately assigns vehicle and the driver performs the tasks to the location and time as requested.

- b. Daily records advance transport bookings for airport departures and arrival for both the Domestic flight and International flight.
 - c. Daily organizes hourly shuttle Bus movements between mission HQ S UN Terminal and New proposed UN HQ former Police Hospital.
 - d. Daily organizes and follow-up on regular all round shuttle bus Services scheduled every after two within Khartoum town and other UN offices.
 - e. Daily organizes the pick of all drivers on duty as per the duty roster.
 - f. Daily submit report on the overall dispatch operation to the dispatch supervisor.
3. Develop and implement Dispatch support functions.
- a. Provide support to all new arrivals attending the training.
 - b. Able to carry out second line maintenance and repairs.
 - c. Control on vehicles trip tickets of the dispatch vehicles
 - d. Track and control on use of UN dispatch vehicles.

Personal information:

Date of birth: 3/12/1974
Marital Status: Married
Resident: Ommdurman.
Nationality: Sudanese.
Sex: Male

References:

- 1- Mohamed Osman Gasim 0122470965
- 2- Musab Mohamed Alhssan 0912170540
- 3- Abubakr Hajalsafi +249912288754