

# MONIR ABDULLAH IBRAHIM

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## PROFESSIONAL SUMMARY

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Seasoned administrative and procurement professional with over 14 years of experience. Demonstrated expertise in managing procurement processes, vendor relationships, and administrative functions. Adept at handling purchase requisitions, drafting correspondence, and preparing detailed reports. Skilled in utilizing various software and ERP systems, with strong analytical abilities and effective communication skills in both Arabic and English. Proven track record in optimizing procurement operations, negotiating contracts, and ensuring compliance with organizational policies. Known for strategic thinking, problem-solving under pressure, and maintaining high standards of professional integrity.

## WORK EXPERIENCE

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### **Procurement Officer (Procurement In-Charge)**

*Science and Technology University of Fujairah, UAE*

*2019 – Present*

- Managed vendor prequalification, evaluation, and re-evaluation processes.
- Processed purchase requisitions/orders and negotiated terms with suppliers.
- Prepared and maintained procurement records and reports.
- Coordinated with stakeholders to determine procurement needs and priorities.
- Administered purchase order performance including delivery, warranty, and insurance.
- Performed logistics and shipping activities, ensuring timely and efficient processing.

### **Senior Procurement Officer**

*Emirates Driving Company, UAE*

*2015 – 2019*

- Drafted correspondence and prepared monthly reports for the procurement section.
- Handled purchase orders, invoices, and liaised with the Accounts Department.
- Conducted RFQs and managed supplier relationships.
- Assisted in the development of procurement strategies and specifications.

### **Administrator**

*Management of H.H. Sheikh Sultan Bin Zayed Al Nahyan Personal Affairs, UAE*

*2004 – 2015*

- Managed administrative tasks including drafting correspondence and preparing reports.
- Processed purchase orders and handled invoice transfers to the Accounts Department.
- Assisted the Head of the Technical Section with various administrative duties.

### **Computer Operator**

*Gadrah Petroleum Co., Sudan*

*2001 – 2002*

- Performed data entry, software/hardware maintenance, and installation.
- Engaged in programming using C, C++, and Visual Basic.

### **Part-Time Computer Operator**

*Al Wala Trading & Investment Co., Sudan*

*2000 – 2002*

- Handled computer software/hardware maintenance and data entry tasks.

## EDUCATION

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- **Bachelor of Science (Honor) in Statistics and Computer Science**  
*Faculty of Mathematical and Computer Science, Sudan* Graduated: June 2001
- **Senior Secondary School Certificate** 1999
- **Higher Secondary Education Certificate**

## CERTIFICATIONS

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- **Certificate in Management Skills**  
*H.H. Sheikh Sultan Bin Zayed Al Nahyan Personal Affairs*
- **Certified Purchasing Professional (CPP)**  
Blue Ocean Training & Consultancy 2021
- **Certified Professional Purchasing Manager (CPPM)**  
Blue Ocean Training & Consultancy 2021
- **ICDL (International Computer Driving License)** 2008

## SKILLS

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- **Software:** Microsoft Windows 2000/XP/2003, Microsoft Office, Microsoft Visual Basic, ERP & AX programs, EPRO+ENJAZ.
- **Programming Languages:** C, C++, Visual Basic.
- **Typing Speed:** 35 wpm in English and Arabic.
- **Technical Knowledge:** Data entry, software/hardware maintenance, and programming.
- Excellent working experience with Microsoft packages.
- Strong analytical and statistical knowledge.
- Organized and proactive with excellent communication skills.
- Proven leadership skills in large organizations.
- Maturity of judgment under pressure and problem-solving abilities.
- Strategic thinking and openness to new ideas.
- Effective communication and negotiation skills.

## LANGUAGE

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**Arabic :** Native | **English :** Good