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| Awab Bakhiet Gasm Alla |
| Procurement Coordinator |

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**PROFILE**

Dedicated And Experienced Business Administration| Supply chain Professional with Accumulated experience in various Business fields and a continuous desire for improvement a Forward-thinker, Ambitious, Agile, detail-oriented, Very Cooperative, Supportive, and believes in the value of teamwork. Equipped with high Administrative and Organizational skills looking ahead to Start Immediately and Hit the ground running, Achieve, and Thrive.

**SKILLS AND SUMMARY OF QUALIFICATIONS**

* Strong communication (**fluency** in **English**, **Arabic**, and intermediate **Spanish**), with analytical and interpersonal skills.
* High level of support, Leadership, and cooperative skills.
* Detailed oriented with strong Negotiation, contract, and time management skills.
* Very adaptive agile and flexible.
* Resilience, Patience, and Ability to work in high-pressure, fast-based environments.
* Excellent with ERP systems, SAP, Microsoft Word, Excel, PowerPoint.

**EDUCATION AND COURSES**

* (2014 - 2018) **Business Administration** **Bachelor’s Degree** **3.12/4.00 GPA** (Canadian Sudanese College)
* (2024) **Supply Chain** **Management** **diploma** (Canadian Chamber of Commerce Egypt)
* (2024) **ERP Material Management** (SAP MM) (Jupiter 2000 Egypt)

**WORK EXPERIENCE**

* **Aotad Trading and Investment – Administrative Trainee (1/2018 - 4/2018)**

**Main Duties and Responsibilities-**

* Provided Administrative Support to project managers and assisted them with needed documents, schedules, and presentations.
* Took care of office supplies and meeting room supplies & schedules which resulted in a smooth workflow.
* Dealt with travel Requests and agencies for local and international flight bookings
* Documentation of sent and received company operations files.
* Help in analyzing weekly and monthly operations reports.
* **Aotad Trading and Investment – Sales and Marketing Associate (5/2018 - 9/2019)**

**Main Duties & responsibilities**

* Developed relations and grew future sales and listed possible Opportunities.
* Used sales techniques and CRM to boost sales and maximize revenue while maintaining customer loyalty and satisfaction.
* Worked with the sales team to maintain strong and productive relationships with clients through (Emails, phone calls, and site visits).
* Monitored online and offline company presence and helped organize Firm events.
* Managed to help increase the number of sales by 20% in the first six months and 45% by the end of the year.
* Worked on developing the company software regarding data management and customer details.
* **Aotad Center for Prosthetics and Orthotics – Social and Community responsibilities Team leader (12/2019 - 5/2020)**

**Main Duties and Responsibilities-**

* Supervised and assessed a team of 4 reports about surrounding communities and their needs and made necessary delegations and decisions.
* Presented local community and hardship areas problems, concerns suitable strategies, and solutions to management for Us to address them and to ensure proper social interaction and community development.
* Worked as a team and raised awareness about disability and provided free and supported healthcare to the needy segment of society.
* Helped manage allocated funds most efficiently to ensure the success of ongoing operations.
* Monitor and evaluate the team and continuously work to enhance the organization's reputation among our targeted societies and communities.
* Worked on team building activities to help with chemistry to ensure smooth workflow, achievement of targets, and dealing with team concerns & obstacles.
* Helped the institution achieve its targets aligned with the growth of its Humanitarian and environmental values.
* **OMAK Gym and Training center - Owner & Managing Director (5/2020 -4/2023)**

**Main Duties and responsibilities-**

* Creating business plans and strategies.
* Using job boards and other tools for Hiring, overseeing staff, and managing KPIs & day to day operations.
* Manage the gym Software and Keep track of finances and accounts.
* Manage and lead a group of 12 employees with high levels of coordination and communication to create a safe professional and healthy working environment.
* Follow-up on Equipment Maintenance, movement, and Purchase.
* Ensuring customer satisfaction.
* **Green Tops for Imports & Exports - Procurement coordinator (8/2021 – to date)**

**Main duties and responsibilities-**

* Applied the procurement cycle to fulfill the organization's business model in the most effective and efficient way possible.
* Led negotiations of contracts and Ground air and sea freight which resulted in 12% of cost savings annually.
* Coordinated with the supply chain, Finance, and other departments to ensure smooth flow of work.
* Coordinating with suppliers/ vendors to ensure their fulfillment of obligations in a suitable time frame which resulted in an on-time delivery rate increase of 15%
* Worked closely with the team to manage inventory levels and keep track of RFQs, purchase orders, transportation, and invoices.
* Overseeing customs clearance, Logistics, and government-related processes.
* Reviewed and presented weekly monthly and annual reports to management and stakeholders.

**REFERENCES**

* Ehab Imbabi
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