

Moyad Hassan Yousif.

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Objective:

Dedicated professional with 5 years of experience in administration, procurement, and customer-centric roles. Seeking a dynamic position as procurement officer, administrator, or customer service representative in a fast based and dynamic environment to leverage my expertise in strategic sourcing, contract negotiation, and supplier relationship management. Committed to delivering efficient procurement and administration solutions while contributing to organizational growth and success.

Experience:

Dec 2022 – Apr 2024

Administrator • Enmaa import and export:

- Managed administrative tasks, ensuring smooth day-to-day office operations with 100% rate of punctuality, including organizing meetings, conferences, and events.
- Developed and implemented effective physical filing and recordkeeping system, improving document retrieval by 40%.
- Maintained contract register and contact follow-ups, achieving a 100% compliance rate.
- Demonstrated excellent communication skills by liaising with various departments and handling a high volume of inquiries, establishing a solid base on communication and information transport.

Jan 2021 – Sep 2022

Procurement officer and admin assistant • International fund for agriculture development funded:

Worked full-time at the livestock marketing and resilience program (LMRP)

- Conducted market surveys and prepared bid documents, specification templates, and evolution reports.
- Managed vendor relationships and negotiated contracts resulting in cost savings of 15%.
- Coordinated procurement process for office supplies and equipment, ensuring timely delivery, Stock monitoring, and inventory management.
- Assisted in developing, auditing, updating, and upgrading the procurement plan, resulting in a 15% improvement in procurement processes.
- Implemented a digital document management system, improving efficiency by 30%.
- Managed assets in the Khartoum area, such as buildings, vehicles, and storage with 20% increase in efficiency.

Jul 2019 – Dec 2020

Store manager • Flamigo Suits:

- Achieved a successful track record of increasing sales and meeting revenue targets, with a 5% increase in sales over two quarters.
- Implemented effective inventory management strategies to optimize product availability, resulting in a 50% improvement rate in retrieval of the stock.
- Demonstrated expertise in catering to different customer preferences, with a welcoming smile and understanding of the difference in customer personalities.

Language:

- **Arabic:** Native.
- **English:** Fluent.

Skills:

• Multi-tasking. • Negotiation. • Strategic Planning. • Risk Assessment. • Customer service. • Communication skills and team working.

Technical Skills:

• Microsoft office. • Data analysis and research. • Contract Management. • Data entry.

Education:

Nov 2012 – Feb 2017

University of Khartoum – Faculty of Economics and Social Studies.

- Bachelor's degree of economics and economic development.

Dec 2018 – Jan 2019

Sudatel Telecommunications Academy.

- Diploma of Electronic Accounting.