

Rudina Elrasheed Abdulrahman Ali

Sudanese | Cairo, Dokki | +201556420676 | rudinaelrasheed@gmail.com

Objective

- A motivated, responsible and adaptable management graduate, Bachelor of Business Administration (BBA), majoring in Supply chain management (Distinction).
- I'm really looking forward to this opportunity that will enhance my skills and broaden my knowledge, also contribute to my development as a person, in preparation for my future career in the business field.
- I'm highly organized and dedicated to the work environment with excellent communication skills.

Education

- **Ahfad University for Women** (September/2015- February 2022) - GPA, 4.0
- **Sisters' School Khartoum** (2010-2015)
- **Vila Gilda Primary School Khartoum** (2003-2010)

Skills & Abilities

- Good Computer skills and internet literacy
- Time management
- Negotiation
- Attention to detail
- Analytical thinking
- Work ethic

Experience

MOHAMED IKHWAN GROUP AUTO (RENAULT WORKSHOP) – JANUARY/2023- APRIL /2023

Supply Chain Trainee

- . Overseeing the whole supply chain process of identifying and planning that leads to the purchasing of different types of spare parts internationally and locally along with the supply chain team and the supply chain business partner.
- . Participating alongside with the team in the negotiation process and making sure that the deal was closed with the consent of both parties.
- . Monitoring and tracking the delivery of goods also maintaining correct records of all the purchases and prices as well as managing the inventory.
- . Keep logs and records of warehouse stock, executed orders etc.

. Making weekly reports contains the customers' needs regarding the direct sale of the different spare parts they require.

MORSHY TRADING ENTERPRISES (EX AGRICULTURAL CROPS) – MARCH/2022- MAY/2022

Supply Chain Trainee

- Purchasing of commodities and following up with the purchasing team to make sure the quantities are delivered into the riddle to be sifted and packed/labelled for shipping.
- . Prepare the contract, documents and insurance work for the items to be exported.
- . Audits export files for compliance and scan into database.

ALBARAKA BANK SUDAN – MAY/2018- JUNE/2018

Customer Service Section

- Answer customer Enquiries. · Provide change and cash cheques.
- Identify customer needs and refer customers to appropriate banking services and specialist.
- Open new accounts for Customers according to the type of account they want.
- Accept cash or money orders deposited by customers, credit customers' accounts and issue receipts and statements.
- Cheques clearing section.

Academic Achievements

- Member of the school of management Studies associations (SMSA).
- Participated and represented the faculty of management in the exhibition of the Women's week.
- Got awarded as the best exhibition upon the other faculties (March/2018).
- Participated in different activities concerning the faculty of management.
- Volunteering in some activities within the university campus.
- . Graduation research awarded as the best thesis in the field of administrative sciences.

Language

- Arabic
- Fluent in English
- . IELTS / 7.0