



Esra Mohamed Abd Aljalil Hamad

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Objective

Highly motivated and experienced procurement professional seeking a procurement coordinator position to utilize my 4 years of experiences in strategic sourcing and vendor management. Offering a proven track record and improving operational efficiency , reducing costs and insuring quality control in fast-paced environment . Looking forward to bring strong supervisory, organizational and communication skills to work with the team effectively while meeting the company's procurement needs

Experience

- **Zain telecommunications Co** 2016 - 2017
Call center agent
 - Handle a large volume of inbound and outbound calls in a timely manner
 - Follow communication scripts and use knowledge of the company's products and services to go off-script when necessary
 - Identify customer needs, research issues, resolve complaints, and provide solutions
 - Maintain ownership of calls throughout the lifecycle of a caller's request, including follow-ups with escalation team
 - Recommend improvements for systems and processes to boost organizational efficiency
- **Cambridge international school** 2018 - 2019
Teacher assistant
 - Provides and support the teacher to ensure a safe and stimulating educational environment.
 - Assists the teacher in planning and preparation for daily activities; aids instructional efforts of the teacher.
 - Assists the teacher in preparing lesson outlines, plans, and curricular in assigned areas.
 - Plans, prepares, and develops various teaching aids for use in classroom, including activity sheets, drawings, and similar handouts.
 - Presents subject matter to children or adults, under the guidance of a teacher, utilizing a variety of methods including stories, discussions, and role playing.
 - Leads classroom activities; may confer with parents on children's progress in the absence of the teacher.
 - Assists children , individually or in groups, with lesson assignments to present or reinforce learning concepts.
 - May lead, guide, and train staff/student employees, interns, and/or volunteers performing related work; may participate in the recruitment of volunteers, as appropriate to the area of operation.Performs miscellaneous job-related duties as assigned.
- **M.B Lubricants Co** 2019 - 2023
procurement coordinator
 - Review procurement documents and prepare orders
 - Negotiate contracts with suppliers
 - Develop and monitor cost-reduction strategies
 - Develop and monitor inventory control procedures
 - Develop and monitor purchasing policies
 - Manage vendors
 - Monitor supplier performance
 - Meet with suppliers when needed
 - Understand, analyze, and evaluate enterprise-wide procurement requirements for products and services
 - Develop and maintain strong relationships with vendors, subcontractors, and suppliers
 - Encourage continuous improvement in competitive bidding practices
 - Track and schedule all materials, equipment, and personnel purchase orders
 - Track inventory levels and manage purchasing activities
 - Develop and maintain inventory control procedures
 - Manage claims and losses
 - Review supplier proposals and invoices
 - Discuss and analyze material and equipment needs with architects and engineers
 - Track and report budgets by month, budget variance, and actual budget

- Improve operations through process improvements
- Attend vendor meetings
- Develop cost control plans
- Document policies and procedures
- Coordinate with staff, operations personnel, and outside agencies to ensure materials, equipment, and services are available when needed
- Track and follow up the delivery of all the raw materials purchased and contacting directly with the drivers
- Make sure to recheck the received quantity in the land match the supplier papers information

Education

- **Khartoum University** 2015
bachelor of Languages
Good

Skills

- Great relationship management
- Strong negotiation
- Team work
- Ability to adapt to change
- Good financial understanding

Achievements & Awards

- Diploma in procurement and supply chain Chartered Institute of Procurement and supply CIPS®

Languages

- Arabic language as mother tongue English Language Communicational French Language primary

Reference

- **Elnoor Salah Eldin Matar - Zain telecommunications Co**
Team leader
00249912399810
- **Mr Mani - MB Lubricants**
CEO & GM
00249118000007



ESRA MOHAMED ABD ALJALIL HAMAD