

Abdelmoniem Elfaki **Mohammed Elfaki**

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Summary

- Qualified Bachelor of Science in (Architecture) from Lyceum-Northwestern University, Philippines.
- To pursue a challenging career in which my belief in the importance of intelligence, creativity, skill, and initiative should be put to the best use.

Skill Highlights

- Excellent computer skills including MS Office applications.
- Ability to prioritize and plan effectively.
- Flexible and willing to travel.
- Ensuring confidentiality at all times.
- Team player.
- Very good in Auto Cad
- Very good in Revit Architecture.
- Able to communicate effectively both verbally and in writing in English and Arabic language.
- Resourceful problem solver

Experience

Procurement Officer (Temporary contract) - March/2024 up to August/2024.

International Medical Corps, Sudan, Blue Nile.

- Receiving incoming Purchase Requisitions (PRs), verify that required signature/ authorizations, grant numbers, date required and point of deliveries are shown on the PRs.
- Prepare Requests for Quotations (RFQ) and dispatch to suppliers.
- Receive quotations/bids, present to the screening committee, and Prepare quotations Analysis.
- Prepare and implement Procurement Orders and Procurement Agreements.
- Manage the distribution of orders to appropriate suppliers.
- Ensure the Vendor list is documented and all the procedures are followed.
- Sourcing/Selecting qualified suppliers.
- Conduct negotiation with suppliers including negotiating the best possible price, payment terms, and delivery schedules.
- Supplier relationship management, measuring & managing supplier performance (price, delivery, and quality) and identifying supplier risks.
- Ensure that all purchase requests are timely processed, and materials are procured as per procurement policy and distributed in an appropriate and timely manner.
- Prepare PO as per the office needs.
- Ensure procurement policies were followed and all the documents were prepared accordingly.
- Monitor the vendor's performance and maintain reporting tools on vendor's performance on quarterly basis.

Contract Management:

- Using standard templates or creating custom terms as needed.
- Securing necessary internal approvals before finalizing.
- Sending final documents for signatures
- Ensuring compliance with agreed terms.
- Drafting and processing amendments or extensions.
- Managing contract closures or terminations properly.
- Measuring vendor or partner performance against the contract.

Tender Management:

- Identifying quantity, delivery timelines, and budget estimates.
- Drafting Request for Quotation (RFQ), Request for Proposal (RFP), or Invitation to Tender (ITT).
- Including technical specs, evaluation criteria, legal terms, and deadlines.
- Posting tender notices on procurement portals, websites, or newspapers.
- Sending invitations directly to pre-qualified vendors.
- Receiving and recording bids before the deadline.
- Preparing evaluation reports and recommendations.

Procurement Officer - October/2019 to February/2023**International Medical Corps, Sudan, Blue Nile.**

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Senior Logistics and Procurement Officer (temporary contract) - October/2023 to December/2023.**Medical Teams International, Sudan, White Nile.**

- Provide support in the overall management of the processes of Procurement, transport of procured goods, and oversight of asset management and inventory control.
- Responsible and accountable for the delivery of all procurement and logistics-related activities in accordance with the organization's procurement and logistics policies and procedures.
- Research and evaluate potential vendors and suppliers.

- Create and maintain good relationships with vendors and suppliers.
- Negotiate appropriate contracts for pricing and supply.
- Examine and review products and supplies to ensure quality.
- Track incoming inventory, and delivery arrival time, and note actual arrival time.
- Organize and update database of suppliers, delivery times, invoices, and quantity of supplies.
- Evaluate vendor's quotation to ensure that they are in line with the technical and business specifications required for the project.
- Ensure that distribution and storage activities are properly performed, and that all necessary information is documented in an orderly manner.

Construction Engineer - June/2010 up to April/ 2011.

MC Scotland Organization, Sudan, Blue Nile.

- Prepare and develop the bill of quantities (BoQs) in accordance with the rehabilitation needs and the available budget.
- Monitor the rehabilitation and construction work in all respective Areas.
- Oversee the technical quality of the work and adhere to the agreed scope of work.
- Checking the quality of construction materials, before construction work is commenced or upon request of the organization.
- Close monitoring of technical specifications of the construction works.
- Assess the availability of local materials in the field and assist the logistic team in the procurement of the respective required materials.
- Submit the final construction report.

Construction Engineer - March 2008 up to March 2009.

PADCO | AECOM International Sudan USAID Program–Sudan.

- Prepare and develop the bill of quantities (BoQs) in accordance with the rehabilitation needs and the available budget.
- Monitor the rehabilitation and construction work in all respective Areas.
- Oversee the technical quality of the work and adhere to the agreed scope of work.
- Checking the quality of construction materials, before construction work is commenced or upon request of the organization.
- Close monitoring of technical specifications of the construction works.
- Assess the availability of local materials in the field and assist the logistic team in the procurement of the respective required materials.
- Submit the final construction report.

Education

Bachelor of Architecture: - **2015.**

Lyceum Northwestern University, Philippines.

Diploma of Architectural Engineering: - **2002.**

Sudan University of Science and Technology, Khartoum.

Courses & Training

- Procurement and Contracts Management (**British International Academy**).
- Tender Committee Training.
- Procurement Training.
- Program and Logistic/Supply Chain Interactions Across the Project Life Cycle.
- Asset Management – Advanced Training.
- Occupational Safety and Health Administration General Industry (OSHA).

Others

- Registered member of the Saudi Council of Engineers.
- Registered member of the Sudanese Engineering Council.
- Saudi driving license (invalid).
- Sudanese driving license (Valid).