

Abdelmoniem Elfaki Mohammed Elfaki

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Summary

Results-oriented graduate of Lyceum-Northwestern University in the Philippines with a Bachelor of Science in Architecture. Possess great technical, creative, and problem-solving abilities. Eager to use design experience, architectural knowledge, and initiative to make a meaningful contribution in a fast-paced, demanding work environment.

Skill Highlights

- Outstanding computer abilities, especially proficiency with Microsoft Office.
- The capacity to efficiently plan and set priorities.
- Adaptable and open to traveling.
- Maintaining secrecy constantly.
- A cooperative team member.
- Excellent in Auto CAD.
- Excellent with Revit Architecture.
- The ability to properly converse in Arabic and English both orally and in writing.
- A creative problem-solver

Experience

Procurement Officer (Temporary contract) – March 2024 to August 2024.

International Medical Corps, Sudan, Blue Nile.

- Processed incoming Purchase Requisitions (PRs), ensuring all required signatures, authorizations, grant numbers, delivery dates, and delivery points were accurately documented.
- Prepared and dispatched Requests for Quotations (RFQs) to suppliers and managed the receipt and evaluation of quotations/bids.
- Presented bids to the screening committee and compiled detailed quotation analyses to support decision-making.
- Prepared and executed procurement orders and agreements, ensuring timely distribution to selected suppliers.
- Maintained accurate vendor documentation and ensured strict adherence to procurement procedures and policies.
- Proactively sourced and evaluated qualified suppliers, negotiating optimal pricing, payment terms, and delivery schedules.
- Managed the supplier relationships, monitored and measured supplier performance (price, delivery, quality), and identified potential supplier risks.
- Ensured timely processing of purchase requests and procurement of materials in compliance with procurement policies.
- Prepared purchase orders (POs) based on office requirements and maintained comprehensive procurement documentation.
- Monitored vendor performance and maintained quarterly reporting tools to track and evaluate supplier effectiveness.

Contract Management:

- Created unique contract terms as needed and used common templates.
- Obtained the required internal permissions before the contract was finalized.
- Obtained the necessary signatures and coordinated the execution of the final paperwork.
- Ensure that the terms and conditions of the contract were strictly followed.

- Drafted and processed necessary contract extensions and revisions.
- Supervised contract terminations and closures in compliance with protocols.
- Tracked and evaluated partner or vendor performance to make sure it complied with contract specifications.

Tender Management:

- Determined required quantities, delivery timelines, and prepared budget estimates for procurement needs.
- Drafted comprehensive Requests for Quotation (RFQ), Requests for Proposal (RFP), and Invitations to Tender (ITT).
- Incorporated detailed technical specifications, evaluation criteria, legal terms, and submission deadlines into tender documents.
- Published tender notices on procurement portals, organizational websites, and in newspapers to ensure broad vendor outreach.
- Issued direct invitations to pre-qualified vendors to encourage competitive bidding.
- Received, logged, and securely recorded all bids prior to submission deadlines.
- Compiled thorough evaluation reports and provided well-supported recommendations for award decisions.

Procurement Officer – October 2019 to February 2023

International Medical Corps, Sudan, Blue Nile.

- Reviewed incoming Purchase Requisitions (PRs) to ensure all required signatures, authorizations, grant numbers, delivery dates, and delivery locations were accurately documented.
- Prepared and dispatched Requests for Quotations (RFQs) to suppliers and managed the receipt and analysis of quotations/bids.
- Presented bids to the screening committee and compiled comprehensive quotation analyses to support procurement decisions.
- Prepared and executed procurement orders and agreements, ensuring timely distribution to selected suppliers.
- Maintained accurate vendor documentation and ensured strict adherence to procurement procedures and policies.
- Proactively sourced, evaluated, and selected qualified suppliers to meet organizational requirements.
- Negotiated optimal pricing, payment terms, and delivery schedules with suppliers to maximize value.
- Managed the supplier relationships, monitored and measured supplier performance (price, delivery, quality), and identified potential risks.
- Ensured timely processing of purchase requests and procurement of materials in compliance with procurement policies.
- Prepared purchase orders (POs) according to office needs and maintained thorough procurement documentation.
- Monitored vendor performance and maintained quarterly reporting tools to track and evaluate supplier effectiveness.

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.

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 the database of suppliers, delivery times, invoices, and quantity of supplies.
- Evaluate the 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 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 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.

Site Architect - April 2004 to April 2007.

Ministry of Physical Planning and Public Utilities–Sudan.

- Discussing the objectives, requirements and budgets of a project.

- Producing detailed workings, drawings and specifications.
- Specifying the nature and quality of materials required.
- Project managing and helping to coordinate the work of contractors.
- Controlling a project from start to finish.
- Resolving problems and issues that arise during construction.
- Acting as the main technical adviser on a construction site for subcontractors.
- Setting out, leveling and surveying the site
- Checking plans, drawings and quantities for accuracy of calculations.
- Ensuring that all materials used and work performed are as per specifications
- Agreeing a price for materials and making cost-effective solutions and proposals for the intended project.
- Day-to-day management of the site, including supervising and monitoring the site labour force and the work of any subcontractors.
- Resolving any unexpected technical difficulties and other problems that may arise.

Education

Bachelor of Architecture:

Lyceum Northwestern University, Philippines – 2015.

Diploma of Architectural Engineering:

Sudan University of Science and Technology, Khartoum – 2002.

Courses & Training

- Procurement and Contracts Management 24 June 2024 to 01 July 2024, (**British International Academy**) (Online).
- Tender Committee Training, 21 February 2022 (international medical corps- online)
- Procurement Training 2020 – 2022, 17 February 2022 (international medical corps- online)
- Program and Logistic/Supply Chain, 1 March 2002 (international medical corps- online).
- Asset Management – Advanced Training, 9 June 2022 (international medical corps- online)
- Occupational Safety and Health Administration General Industry (OSHA).

Memberships

- Registered member of the Saudi Council of Engineers.
- Registered member of the Sudanese Engineering Council.