

# Abdelmoniem Elfaki Mohammed Elfaki

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## Summary

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Detail-oriented and results-driven Procurement Officer with a strong background in sourcing, supplier negotiation, and cost reduction. Skilled in managing procurement processes, maintaining vendor relationships, and ensuring compliance with company and regulatory standards. Seeking to leverage expertise to contribute to efficient supply chain operations and strategic purchasing decisions within a dynamic organization.

## Experience

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**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.
- Prepared and executed procurement orders and agreements, ensuring timely distribution to selected suppliers.
- 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.

**Procurement Officer – October 2019 to February 2023**

**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.
- Prepared and executed procurement orders and agreements, ensuring timely distribution to selected suppliers.
- 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.

**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.
- 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.

**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.

## Education

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Bachelor of Architecture:

- ***Lyceum Northwestern University, Philippines – 2015.***

Diploma of Architectural Engineering:

- ***Sudan University of Science and Technology, Khartoum – 2002.***

## Courses & Training

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- 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 20022 (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).

## Skill Highlights

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- 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.
- Supplier relationship management.
- Contract management.
- Time management.
- Negotiation skills.
- Technical & analytical skills.
- The ability to properly converse in Arabic and English both orally and in writing.

## Memberships

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