

MOHAMED HAMAD ADROUB ADAM

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CAREER OBJECTIVE:

Dedicated administrative professional with excellent customer service skills and extensive knowledge of procedures. Interested in opportunities in the customer care field, sales, travel, and office management.

PERSONAL DETAILS:

Date of Birth	:	01/01/1991
Nationality	:	Sudanese
Place of Birth	:	Port Sudan
Marital status	:	Single
Gender	:	Male

EDUCATIONAL QUALIFICATION:

- Red Sea University, Faculty of Economics and Administrative Science.
- Microsoft Office Course, Afaq Al Mostagbal Institute.
- Maritime Studies College, (First Aid _ Safety and Social Responsibilities).

WORK EXPERIENCE:

- **Fleet Inspector**
Tawasul Transport, Abu Dhabi. (March 2022 to currently)
 - Inspecting the car upon handover or receipt from the driver .
 - Collect, store, process, monitor and report information about cars .
 - Collaborate with the Operations and Fleet managers to review any vehicle accidents, ensure root because analysis is carried out and arrange retraining of drivers when needed.
 - Inspecting the car upon handover or receipt from the driver .

- Collect, store, process, monitor and report information about cars .
- Scheduling and saving all vehicle services and repairs, such as oil service, Tire changes, and a record of traffic violations.

- **Logistic Assistant**
Al Tilal Wholesaler, Al-Ain

(August 2021 to January 2022)

- Ensure that logistics and procurement tasks are carried out at specified times.
- Organizing the logistics plan and procurement on a daily/weekly/monthly basis in coordination with program staff .
- Evaluating the logistical and purchasing needs of the project and supervising the validity of its implementation .
- Ensure that procurement files are complete, correct and include relevant signatures before sending them to the Finance Department for disbursement.
- Maintain electronic and paper copies of all logistics and procurement contracts (services, goods and labor) .
- Organizing and supervising all logistical operations related to the project.

- **Sales Representative**
Blue World wholesale

(September 2020 to August 2021)

- Marketing the product or service by presenting it to clients or customers in The best possible way.
- Receiving purchase orders from customers and sending them to the Company's shipping department.
- Achieving high profits for the company This is done by increasing its sales.
- Communicate effectively with customers, listen to them and their complaints,
Answer their questions, and ensure their satisfaction.
- Conduct a study of the market, customer behavior and tastes, prices, and the Performance of competing companies .

- Complete knowledge of the product or service that he is promoting, with all
- Its details and any information related to its production or specifications, and

Presenting it to the customer in a clear way.

- **Administrative Coordinator**

Ministry of Defense SUDAN / National Service Administration

(May 2016 to Dec 2017)

- Responsibilities for Administrative Coordinator.
- Manage and delivering reports to various departments.
- Organize meetings and meeting schedules, perform clerical duties.
- Answering phone calls and responding to emails.
- Coordinate with human resources to handle payroll and personnel databases
- Work with accounting departments to process invoices, make payments, and track receipts, prepare and ensure conference rooms and other meeting.
- Handle, multiple tasks and duties simultaneously.

KEY SKILLS & ADVANTAGE

- Friendly and Creative Personality.
- Good and Fluent Communication Skills.
- Honest and Dedicated to Team Work.
- UAE Driving License.

LANGUAGES

- Arabic – Mother tongue
- English - Fluent

DECLARATION

I certify that the above information is true to the best of my knowledge and I will be glad if my resume is given a favorable consideration by your reputable company.

MOHAMED HAMAD ADROUB ADAM