



ABOUT ME

An expert in management and accounting in the fields of automotive maintenance and food products, with extensive experience in quality management and production in food manufacturing plants. I am looking for an opportunity to join a diverse team where I can leverage my professional skills to enhance performance, improve efficiency, and achieve business goals with dedication and professionalism.

LANGUAGES



DRIVING LICENSE

Driving license category
Sudanese special license

PERSONAL DETAILS

Date of birth
21/7/1995

Nationality
Sudanese

Visa status
Valid - Transferable

Marital status
Single

EBRAHIM MUSTAFA

ADMINISTRATIVE & RECEPTIONIST & ACCOUNTANT

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WORK EXPERIENCE

PIIONEER AUTO REPAIR CENTER

Jeddah
Aug 2022 - Sep 2024

Administrative & Receptionist & Accountant

- Provide exceptional experience to clients by receiving them and welcoming them in a professional manner.
- Collaboration with technicians to accurately assess vehicle damage and repair costs.
- Opening of ad hoc repair contracts according to the type of maintenance required.
- Comprehensive receipt of vehicles and documentation of their condition using photocopiers upon receipt and delivery.
- Management of spare parts requisition and quality assurance through communication with suppliers.
- Effectively coordinate requests and follow up on arrival dates.
- Maintain effective e-mail communication with contracting companies.
- Assess the cost of repair accurately and issue the authorization for reform in accordance with the procedures considered.
- Managing operations through a professional "Ertah" program, and submitting associated reports.
- Renovation of staff residences efficiently and organization of transfers using a "Qiwa" system.
- Systematic preparation and documentation of disbursement documents and analysis of income and expenditure.
- Precisely extracting tax invoices and complying with applicable regulations.
- Monitoring supplier accounts to ensure transparency and accuracy.
- Managing salary delivery efficiently and effectively through the "Mudad" platform.
- Submitting the value-added tax accurately and on time.

NASAEM AL KHAIR SUPERMARKET

Makkah
Oct 2021 - Jul 2022

Supervisor & Accountant

- Strictly and efficiently implement the various financial tasks.
- Effective communication with company representatives to ensure a smooth order of goods.
- Administration of the receipt of goods and control of the validity of invoices, with supervision of their distribution within the supermarket.
- Precise pricing of goods and products to enhance client experience.
- Introduction of product barcode into the system to improve inventory management.
- Periodically update inventory to accommodate new goods.
- Regular inventory control and requisitioning of necessary goods before they are exhausted.
- Supervise the expiry date of the products and direct the team for periodic examination.
- Structure of the work schedule according to needs and variables.
- Conduct a daily inventory of cashier boxes and network system to enhance transparency.
- Monthly periodic reports on accounts, salaries, sales and procurement.
- Conduct the necessary inventories to ensure the accuracy of the financial records.

AL YUSR FOODSTUFF FACTORY

Feb 2019 - Mar 2020

Quality Control Engineer & Production and Storage Supervisor

- Responsible for the periodic testing of water samples from various sources to ensure quality.
- Preparing the necessary materials for sterilization and washing the filters to ensure the highest standards of cleanliness.
- Supervising the production process and effectively distributing tasks among the team.
- Monitoring the cleanliness of the work environment and implementing health regulations within the production hall.
- Preparing daily reports that outline the finest details related to production and the challenges that may affect the workflow.
- Conduct the daily inventory of production and ensure that the dates and product quality align with storage conditions.
- Monitoring daily withdrawal operations and preparing the necessary reports to ensure good control over the processes.

AHWAD ALJINAH FOR HEALTHY WATER

Wad Madani
Aug 2017 - Aug 2018

Quality Control Engineer & Production Supervisor

- - Responsible for the regular inspection of water to ensure quality and safety.
- - Implement regular washing and disinfection of the station to achieve the highest standards of cleanliness.
- - Monitoring workers' health compliance and guiding them to enhance efficiency.
- - Supervising production operations and preparing periodic reports on performance and challenges.
- - Submitting overtime reports for workers to management.

MINISTRY OF IRRIGATION AND HYDRAULIC RESEARCH

Wad Madani
Oct 2017 - Oct 2018

Chemical engineer

- Analysis of the quality of aquatic samples according to precise scientific criteria.
- Recording of findings and analyses in a documented and accurate manner.
- Comprehensive reporting to support decision-making by stakeholders.
- Provide accurate data that contribute to improved water resources management.

SOBA MINERAL WATER & REFRESHMENT CO.LTD

Khartoum
Dec 2018 - Feb 2019

Quality Control Engineer

- Analyzing different water samples to ensure quality and compliance with applicable standards.
- Preparing the necessary materials for sterilization processes to ensure the effectiveness of cleanliness.
- Careful supervision of filter washing to maintain optimal performance and quality.
- Evaluating the final product and ensuring the expiration date for consumer safety.

MEGA FOOD INDUSTRIES CO.LTD .

Khartoum
Jun 2016 - Jun 2016

Quality Control Engineer

- Conducting comprehensive inspection operations on samples from various sources to ensure their compliance with the required specifications.
- Enhancing quality improvement strategies to ensure the achievement of the highest levels of performance.
- Data analysis and preparation of detailed reports to support decision-making.

ABA AL - GASIM FOR IRON AND METAL SMELTING AND MANUFACTURING

Khartoum
Nov 2018 - Dec 2018

Quality Control Engineer

- Responsible for evaluating and examining samples from various sources to ensure they meet the specified standards and specifications.

SUDANESE SUGAR CO.LTD - GUNEID SUGAR FACTORY

Al-Junaid
Dec 2016 - Dec 2016

Quality Control Engineer

Responsible for evaluating and examining samples from various sources to ensure they meet the specified standards and specifications.

EDUCATION

BACHELOR'S DEGREE FROM AL-JAZEERA UNIVERSITY - MAJOR IN CHEMICAL ENGINEERING

Wad Madani
2017

SKILLS

