



# EBRAHIM MUSTAFA

ADMINISTRATIVE & RECEPTIONIST &  
ACCOUNTANT



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## 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

ARABIC

EN

## 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

## WORK EXPERIENCE

### PIONEER 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.

## SKILLS

### COMMUNICATION

### COMPUTER