

Reem Abdelazeem Ahmed

Email: Reemabdelazim2@gmail.com | Phone: +254115701103

Nairobi, Valley Arcade, Mararo St

Summary

Adaptable professional with 2+ years of diverse experience streamlining operations across Supply Chain, finance, and customer service. Proven problem-solver and leader, passionate about driving excellence in dynamic environments. Seeking to leverage skills for operational impact and strategic decision-making.

Experience:

Procurement Assistant | Child Development Foundation | Sep 2023 - Dec 2023 (4 months)

- Conducted research to identify potential suppliers, prepared purchase orders, and managed vendor relationships.
- Contributed to the development and implementation of income-generating vocational training programs, focusing on financial literacy and procurement best practices.
- Utilized data analysis skills for program improvement and cost optimization strategies.

Logistics Officer | Sun Valley | Jun 2022 - Jul 2023 (1 year 2 months)

- Managed end-to-end procurement and logistics for international customer orders, ensuring timely delivery within budget and compliance with ethical procurement practices.
- Developed and implemented optimal shipment routes, encompassing sea freight, inland logistics, and customs clearance.
- Cultivated strong relationships with suppliers through effective negotiations, securing favorable terms and guaranteeing compliance with quality requirements.
- Streamlined import and export processes, resulting in faster customs clearance turnaround times.
- Implemented a vehicle allocation system optimizing resource utilization and leading to improved efficiency and cost savings.

Logistics and operations Support | Morshy Group | Mar 2022 - Jun 2022 (4 months)

- comprehended diverse accounting tasks – from daily ERP transactions to budget management and insightful reports.
- ensuring financial accuracy and stability and informing key decision-making.
- Navigated local supply chains by fostering vendor relationships, meticulously managing purchase orders, and ensuring order completion.
- Streamlined logistics through organized document management, proactive client communication, and efficient shipping coordination.

Customer Service Intern | Faisal Islamic Bank (Sudan) | Dec 2021 - Feb 2022 (3 months)

- Facilitated the account opening process and executed internal and external money transfers.
- Conducted customer transactions meticulously, maintaining precise records to ensure accuracy.
- Managed day-to-day operations, attentively archiving information to guarantee compliance with regulatory requirements.

Education:

Sudan Academy for Banking and Financial Sciences

Bachelor of Banking and Financial Information Systems | 2016 – 2021

Courses:

- *Foundation of Project Management –Google*
- *Supply Chain Logistics –Rutgers the State University of New Jersey*

Skills:

- Problem Solving
- Project Planning
- Project Management
- Strategic Communications
- Event Planning
- Organization Skills
- Interpersonal Skills
- Time Management
- Financial Analysis
- Supply Chain Management
- Vendor and Staff Relation
- Microsoft Office Suite
- Customer Experience
- Teamwork
- Contracting and Negotiation
- Reporting and Documentation