

ELMUSTAFA ALI OSMAN

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Work Permit: Valid Residency in Saudi Arabia, Transferable

Professional Summary

Strategic and results-oriented Administrative & Project Management professional with a strong background in operations, logistics, and ERP systems. Bringing over 5 years of progressive experience in managing administrative functions, human resources, and financial coordination across different sectors. Proven ability to streamline operations, implement effective systems, and drive team performance. Fluent in Arabic and English, with solid exposure to multicultural work environments.

Education

Master's Degree in Management and Leadership
Szent Istvan University – Hungary (2018–2020)

Bachelor's Degree in Medical Engineering
University of Science and Technology – Sudan (2012–2017)

Work Experience

****Administration Manager – Mayar Tech, Riyadh – Saudi Arabia (2024 – Present)**

- Lead daily administrative operations and managed HR activities for a low-current systems company.
- Oversaw full project lifecycle management for networking, security, and fiber installations.
- Developed and implemented process improvements that reduced costs and improved workflow.
- Coordinated with clients and vendors to ensure timely project delivery.
- Supervised field teams, managed project budgets, and tracked progress across multiple sites.

****Administration Manager – GTS, Heglig Petroleum Field – Sudan (2022 – 2024) ****

- Promoted after one year as Timekeeper due to proven operational reliability and field efficiency.
- Managed all administrative activities at the oilfield site, including payroll, logistics, and HR functions.
- Coordinated with field operations and maintenance teams to ensure smooth equipment scheduling.
- Processed monthly payroll for 100+ field staff with zero discrepancies.
- Improved reporting workflows and communication with headquarters under remote site conditions.

****Timekeeper – GTS, Heglig Petroleum Field – Sudan (2021 – 2022) ****

- Tracked operation hours for over 50 heavy equipment units in a high-pressure oilfield environment.
- Reduced timekeeping errors by 90% through improved manual systems.
- Prepared monthly reports on machinery usage and fuel consumption for HQ in Khartoum.
- Supported maintenance scheduling by linking operational hours with service cycles.

Skills

Technical Skills: Excel, Word, PowerPoint, Odoo ERP

Soft Skills: Teamwork, Time Management, Analytical Thinking, Problem Solving, Negotiation, project management, risk management.

Languages: Arabic (Native), English (Fluent)

Courses & Certifications

- General Management in Arab Countries – National Academy of Governance, China (2015)

- Capacity Building in International Negotiation – Ministry of Commerce, China (2014)

References

Available upon request.