

Sumia Daowd Khairy Awad

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CAREER OBJECTIVE

To secure a challenging position Supply Chain Manager (**warehouse- logistic**) & **accountant** where I can utilize my expertise in inventory management, logistics, and operational efficiency to streamline processes, optimize resource utilization, and contribute to the organization's overall success.

EXPERIENCE

Warehouse & PROCUREMENT Manager (April 2017 – April 2024)

- Managed 4 main and 14 branch warehouses.
- Manage inventory control, ensuring stock levels are accurate and properly organized
- Ensured stock safety, strategic material availability, and compliance with quality standards.
- Reduced inventory costs through strategic planning and enhanced operational efficiency.
- Oversaw project material delivery, employee training, and safe disposal of obsolete items.
- Managed direct and indirect sales.
- Oversee warehouse operations, receiving, storing,
- Coordinate with suppliers and logistics partners for shipments and deliveries.
- Develop and maintain efficient processes to optimize space utilization and workflow.
- Monitor warehouse performance, KPIs, inventory accuracy, shipping timelines.
- Ensure compliance with safety and regulatory requirements within the warehouse.
- Lead, train, and manage a team of warehouse staff,
- Collaborate with the sales and customer service teams to ensure orders are processed and shipped accurately and on time.
- Integrate online sales data into warehouse operations, ensuring smooth order fulfillment for e-commerce platforms
- Utilize inventory management systems and ERP tools to maintain stock data and streamline processes.
- Provide excellent customer service by ensuring accurate order customers.

Inventory Controller (April 2013 – September 2017)

- Ensured inventory quality and compliance with specifications.
- Managed coding and barcoding processes, reconciled stock with financial statements, and handled periodic audits.

Senior Supply Chain Officer (September 2011 – April 2013)

- Managed procurement, vendor classification, and contract execution.
- Supervised logistics operations, including shipping, unloading, and handling regulatory requirements.

Customer Service Supervisor (July 2004 – August 2011)

- Managed direct and indirect sales.
- Supervised and trained employees, maintained customer relations, and handled post-sales operations.
- Oversaw inventory, conducted audits, and ensured compliance with company policies.

General Accountant (June 2002 – July 2004)

Sudanese Telecom Company

- Managed salaries, wages, payments, and revenues.

- Reconciled accounts, monitored inventory, and ensured compliance with financial systems.
- B2B and B2C sales experience.

Accountant (April 2000 – June 2002)

General Authority for River Transport

- Prepared payroll and managed cash and fund records.
- Recorded transactions, reconciled bank accounts, and reviewed checks.

Internal Auditor (June 1997 – October 1999)

Auditing Office, Khartoum

- Evaluated internal control systems and collaborated with external auditors.
- Reviewed financial statements, examined documents, and maintained records.
- Prepared financial statements and conducted data analysis.

EDUCATION

Bachelor's in Business Administration

Arab Open University.

Bachelor's in Business Administration

British Open University

Diploma in Accounting

Egypt.

Sudanese Accountants Fellowship – Professional Level.

SKILLS

- Tax preparation and bank reconciliations
- Financial statements
- Accounting business development
- Inventory Control and Management
- Supply Chain Coordination
- Team Leadership and Training
- Warehouse Operations Optimization
- Quality Assurance
- Safety and Compliance Management
- Logistics and Distribution Planning
- Data Analysis and Reporting
- Management Budgeting & Forecasting
- Problem-Solving and Decision-Making
- Strong communication with clients and stakeholders.
- Proficient in SAP ERP and financial systems.
- Skilled in MS PowerPoint, Word, and Excel.

COURSES

- Risk management
- Human Resources Management.
- Logistics and Supply Chain Management.
- Occupational Safety and Health Administration (OSHA).
- Typing Skills.
- Small and Medium Enterprise Management.

- Basics of Preparing Feasibility Studies for Projects.
- Training of Trainers (TOT).

LANGUAGES

- English
- Arabic