



## PERSONAL INFORMATION

**Nationality:** Sudanese  
**Date of birth:** November 4<sup>th</sup> 1981  
**Valid driving license (Saudi Arabia & International).**

## CONTACT

PHONE:  
+966 – 544148848  
EMAIL:  
Wael707@gmail.com  
( Saudi Arabia – Khobar )

[www.linkedin.com/in/wael-osman](http://www.linkedin.com/in/wael-osman)



## OBJECTIVES

TO SUCCEED IN AN ENVIRONMENT OF GROWTH AND EXCELLENCE AND EARN A JOB WHICH PROVIDES ME JOB SATISFACTION AND SELFDEVELOPMENT, AND HELP ME ACHIEVE PERSONAL AS WELL AS ORGANIZATION GOALS.

# Wael Osman

Administrative, Procurement & Logistics Coordinator

## EDUCATION

- **Bachelor Degree of Information Systems** 2001 - 2005  
**Bayan College of Science and Technology** - Sudan
- **Post Graduate Diploma (Pre-Master) in Information Systems Arab Academy for Science and Technology and Maritime Transport –AAST** - Egypt 2007 - 2008

## WORK EXPERIENCE

- **Polymer Plus Technologies - Administrative, Procurement Logistics Coordinator** April 2017 – Till now

Handle company Administration and HR activities – maintain positive relationships with suppliers – coordinating with internal departments regarding their supply needs – managing daily purchasing activities .

- **Hi-Tech for contracting (Saudi Binladin Group) - Executive Secretary**

April 2015 – March 2017

Recruiting staff - daily Secretarial tasks – document control

- **Safwa Constructions Est. - Administrative Coordinator**

February 2010 – March 2015

Office Administration – Linking main office with all sites and staff - providing support, including procedural documentation and relevant reports.

## SKILLS

- Administration skills.
- HR tasks.
- Good communication skills.
- Documents Control and filling.
- Ms. Office, Database (SQL, Oracle & Access), wide internet knowledge and relative computer skills.
- Photography & Graphics.
- ERP & SMACC software tasks.



جمهورية السودان

جمهورية السودان

Republic of The Sudan



كلية البيان للعلوم والتكنولوجيا

**BAYAN COLLEGE OF SCIENCE & TECHNOLOGY**

Student No:00052307

Serial No:04293

This is to certify that the Academic Council of Bayan College of Science and Technology has conferred on

**Mr. Wael Abdelaal Osman Hamed**

the Degree of Bachelor in

**Information Systems – Good**

on the *1<sup>st</sup> of March* 2005, after having completed the approved course of study and passed the final examination.

Dr. Gafaar Bashir Mohammed Ali

*Academic Secretary*

Dr. Ammar Hassan Khamis

*Principal*

*Date of issue:* August 31, 2005

*Any Alterations or changes make this certificate invalid.  
The certificate is original when signed and stamped.*



SIGNATURE OF *H. Education*  
AND STAMP OF \_\_\_\_\_  
SIGNATURE: \_\_\_\_\_  
DATE: *16/11/2005*



جمهورية السودان

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كلية البيان للعلوم والتكنولوجيا

BAYAN COLLEGE OF SCIENCE & TECHNOLOGY



Student No: 0052307

Serial No: 04293

### TRANSCRIPT

This is to certify that **Mr. Wael Abdelaal Osman Hamed** was enrolled in a Bachelor degree of **Information Systems, Bayan College of Science & Technology** between 2001 -2005. He received his degree after attending the prescribed courses and passing all prescribed examinations.

The following is a list of subjects he covered and the standards achieved therein:

**FIRST YEAR 2001 – YGPA[2.79/4.00] CGPA[2.79/4.00]**

**Semester One SGPA[2.95/4.00]**

Course Title [Credit Hours]	Grade
Computing Fundamentals [2]	B
Computer Appreciation I [1]	B
Discrete Mathematics I [3]	B
Algebra and Geometry [3]	A
Principles of Management [3]	A
Elementary Economics I [3]	C
Study Skills [2]	C
Islamic Studies [1]	C
Arabic Language [1]	A
Basic English Language I [1]	A

**Semester Two SGPA[2.59/4.00]**

Course Title [Credit Hours]	Grade
Business Support Software [2]	A
Calculus I [3]	D
Fundamentals of Information systems [2]	D
Economics II [3]	D
Principles of Finance [3]	B
Islamic Studies II [1]	A
Arabic Language II [1]	C
English Language II [1]	A

**SECOND YEAR 2002 – YGPA[2.72/4.00] CGPA[2.75/4.00]**

**Semester Three SGPA[2.87/4.00]**

Course Title [Credit Hours]	Grade
Structured Programming [3]	B
Computing & Social Impact [2]	A
Accounting [3]	C
Business Communications [2]	B
Statistics [3]	B
Islamic Studies III [0]	D
Arabic Language III [0]	C
English Language III [0]	A

**Semester Four SGPA[2.62/4.00]**

Course Title [Credit Hours]	Grade
Programming Package I [3]	B
Data Structure and Algorithms [3]	D
Information Technology [3]	B
Operation Research I [2]	C
Statistics II [3]	C
Principles of Marketing [2]	D
Investment [2]	B
Cognitive Psychology [2]	B

**THIRD YEAR 2003 – YGPA[2.71/4.00] CGPA[2.74/4.00]**

**Semester Five SGPA[2.70/4.00]**

Course Title [Credit Hours]	Grade
File Organization [3]	C
Human Communication Interface [3]	B
Operation Research II [3]	D
System Analysis [3]	B
Auditing [3]	A
Forecasting & Budgeting [3]	D

**Semester Six SGPA[2.72/4.00]**

Course Title [Credit Hours]	Grade
Programming Package II [3]	B
Feasibility Study & Production Management [2]	B
Data base Systems I [3]	C
Research Methodology [2]	C
Production & Operation Management [2]	B
Computer Architecture [3]	C

**FOURTH YEAR 2004 – YGPA[2.81/4.00] CGPA[2.76/4.00]**

**Semester Seven SGPA[2.66/4.00]**

Course Title [Credit Hours]	Grade
Management of Information Systems [3]	D
Operating Systems [3]	D
Software Engineering [3]	C
Database Systems II [3]	B
Marketing Research [3]	A

**Semester Eight SGPA[2.91/4.00]**

Course Title [Credit Hours]	Grade
Decision Support & Expert Systems [3]	A
Data Communication & Network [3]	D
Organizational Behavior [3]	C
Multimedia & Hypermedia [3]	A
Electronic Banking [3]	A
Graduation Project [6]	B

Dr. Gafaar Bashir Mohammed Ali

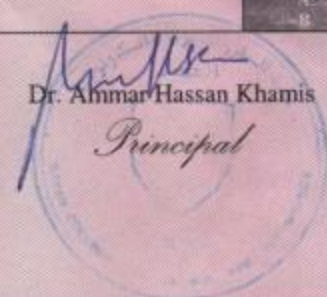
Academic Secretary

Date of issue: August 31, 2005



Dr. Ammar Hassan Khamis

Principal



## [[ شهادة ]]

تشهد أمانة المجلس بأنه صدر قرار رئيس المجلس الأعلى للجامعات رقم (٣٣)  
بتاريخ ٢٠٠٧/٢/٢٦ بمعادلة درجة: \_\_\_\_\_

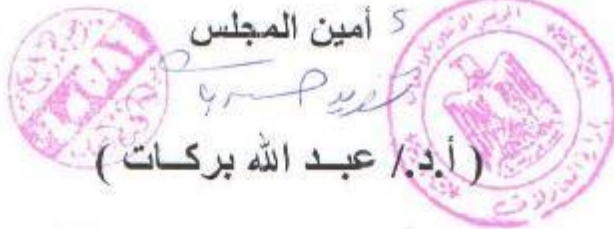
Bachelor in Information Systems .

الحاصل عليها السيد / وائل عبد العال عثمان من: \_\_\_\_\_

Bayan College of Science and Technology – Republic of the Sudan .

بدرجة البكالوريوس في الحاسبات والمعلومات ( نظم معلومات ) التي تمنحها  
الجامعات المصرية الخاضعة لقانون تنظيم الجامعات رقم ٤٩ لسنة ١٩٧٢ ولانحته  
التنفيذية .

وقد اعطيت هذه الشهادة بعد سداد الرسوم المقرر بالاستمارة ٣٣ ع.ح. رقم  
٢٠٠٧/٤/١٩ بتاريخ (٠١٤٣٠٤٦)



٥/١٦

٥/١٦

٥/١٦

اسماء جمال  
٢٠٠٧/٤/٢٣



Arab Academy for Science, Technology & Maritime Transport

*Upon the recommendation of the Dean of  
College of Computing & Information Technology  
and the Approval of the Director General of the Academy*

**WAEEL ABDELAAL OSMAN**

*is hereby awarded the degree of*  
**Graduate Diploma in  
Information Systems**

*With all rights, privileges and honors pertaining thereto.  
In witness whereof, the seal of the Academy  
is hereto affixed in Alexandria - July 2008.*





Director General

Date : 24/8/2008

TouchSafe®

No. 13360N/EC



الأكاديمية العربية للعلوم والتكنولوجيا والنقل البحري  
Arab Academy for Science, Technology & Maritime Transport

# Certificate

The Arab Academy for Science, Technology  
& Maritime Transport

*Certifies that*

**WAEEL ABDELAAL OSMAN**

*Date of Birth :* 4/11/1981

*Nationality :* SUDANESE

**Has been awarded a Graduate Diploma in  
Information Systems**

**College of Computing & Information Technology**

*In :* July 2008

*Grade :* "Very Good"

*This certificate is issued at his request to be presented to whom it may concern.*



Date : 25/08/2008  
MPS 27/6-1  
No. 1336/08/EG

**Prof. Dr.Yasser Elsonbaty**

*Dean of Admission & Registration*



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التاريخ : 2015/06/20  
1436/09/03

### شهادة خبرة

بمذا تشهد مؤسسة إنشاءات الصفوة للمقاولات الإنشائية بأن السيد/  
وائل عبدالعال عثمان حمد، إقامة رقم 2263368462 - سوداني الجنسية قد عمل  
لدينا من 2010/02/01 وحتى تاريخه بوظيفة منسق إداري و مدير للموارد البشرية  
. و قد كان مثلاً للتفاني في العمل و الأمانة طيلة فترة عمله بالمؤسسة و نشهد  
له بحسن الخلق و الإلتزام ، و قد أصدرت له هذه الشهادة بناءً على طلبه .

مؤسسة إنشاءات الصفوة للمقاولات



التاريخ: 2017/04/30م

## "إلى من يهمه الأمر"

## Subject : Experience Certificate

This is to certify that Mr : **Wael Abdelaal Osman Hamed**, a "Sudanese" National holding Passport No: (P01636016) and Iqama No: ( 2263368462 ) , worked with **Administration & HR department** as a "Coordinator" from "28/04/2015" till "30/04/2017". He bears a good behavior and cooperative to colleagues, we wish him best of luck for his future endeavors.

This certificate has been issued upon his request and now nothing left claimable between both parties.

## الموضوع : شهادة خبرة

بهذا نفيد بأن السيد / **وائل عبدالعال عثمان حمد** "سوداني" الجنسية ويحمل جواز رقم (P01636016) , و إقامة نظامية رقم (2263368462) قد عمل لدينا بوظيفة منسق إداري بقسم الشؤون الإدارية والموارد البشرية من تاريخ "2015/04/28" حتى تاريخ "2017/04/30" وكان حسن السيرة والسلوك متعاوناً مع زملائه نتمنى له مستقبلاً باهراً.

وقد أعطي هذه الشهادة بناءً على طلبه بعد أن استوفى كامل مستحقاته لدى الشركة ولا يوجد لديه أي مستحقات سابقة عن هذه الفترة أو لاحقة مستقبلية قد يطالب بها.

ادفندسدهاي تيك للمقاولات

