

# Yahya Abdelaziem Mustafa Hussein

Document Controller, Supply Chain & Logistic, Secretary, HR Specialist

## Personal Information

- **Address:** Saudi Arabia - Riyadh
- **Nationality:** Sudanese
- **Mobile Phone:** +966590996809
- **Linkedin:** linkedin.com/in/yahya-hussien
- **Email:** Kzk2524@gmail.com
- **Age:** 31
- **Marital Status:** Single

## Skills

- Ability to perform under pressure at work.
- Planning and Leadership skills.
- Problem – Solving.
- Time Management.
- Analytical Skills.
- Networking.
- Microsoft Office (Outlook, Excel, Word, PowerPoint etc.).
- Good attention to detail.
- The ability to multitask.
- Highly organized.

## Interests

- Manufacturing.
- Training and development
- Consulting.
- Supply Chain and Logistic.
- Volunteering.

## Courses

- **Leadership &Volunteerism** (The international volunteering Youth forum 2020).
- **Strategic Planning** (The international volunteering Youth forum 2020).
- **Build the volunteering Organization** (The international volunteering Youth forum 2020).
- **Excel from Begging to advanced** (Coursera 2020).
- **Supply Chain & Logistic Management** (Coursera 2021).

## Language:

- **Arabic:** Native
- **English:** Upper Intermediate
- **French:** Basic

## Education:

**Bachelor of Business Administration,** Khartoum College of Technology, 2013, Sudan.

## Professional work Experience:

### **Document Controller & Executive Assistant – Full Time**

Dar Abaad for Contracting Est. Riyadh & Al Khobar, Saudi Arabia  
Sep 2020 - Sep 2021.

#### **Achievements & Tasks ( TBC Schools and Ministry of Education Projects )**

I controlling the project documents are accurate, properly maintained, and readily available to project participants and managers who need them and data entry, updates project documents, keeps track of drawings, blueprints, contracts, reports, and meeting minutes. Also, Recognize, identify, and manage changes in projects and programs and analyze information and evaluate results to choose the best solution and solve problems and Document receipt, registration, copying, distribution, Workflows, and transmittals as dictated by the project/program requirements. processing engineering data, specifications, drawings, and reports and assistance executive with meetings and other administrative tasks , Ability to work with different cultures associated with multi-project execution.

### **Human Resources Specialist – Full Time**

Alrawafed Alasriya Trading Co. Riyadh, Saudi Arabia  
Jan 2018 - Jan 2020

#### **Achievements & Tasks ( Partner with Dell, Lenovo, HP, Cisco)**

I Accomplished HR specialist bringing five years of experience in human resources leadership and organizational development. Experience in recruitment, compensation and benefits, payroll, job evaluation, training, Persuasive communicator, and decisive team manager And Working through many of governments websites such as GOZI, Absher, Nuqem, Ministry of labour, Qiwa, mudad, Ministry of commerce etc.

### **Supply Chain & logistic Officer – Full Time**

Alrawafed Alasriya Trading Co. Riyadh, Saudi Arabia  
Feb 2015 – Feb 2018

#### **Achievements & Tasks ( Partner with Dell, Lenovo, HP, Cisco)**

I responsible for all aspects of Supply Chain and Demands operations by ensuring that the day-to-day supply chain business results are achieved. I help with the supply process, including the procurement and the Planning of materials and the delivery of required goods. I rely on trend forecasting to predict our inventory needs and supply demand and delivery.

### **Executive Secretary – Full Time**

at Alhadafe for media production Co. Riyadh, Saudi Arabia  
Sep 2013 - 15 Jan 2015

I was responsible for office managing of the artist, Mr. Abdullah Al-Sadhan, for example: schedule of appointments, Receiving and welcoming visitors of senior management. Editing and printing letters and correspondences of higher management. Send and receive emails.

## Achievements & Volunteer Experience

**The Sudanese Delegation** at The international Volunteering Youth Forum - Qatar 2020.

**Founder** of Missing Initiative – Sudan.