Resume

MONA ABDELRAHIM ELFAKI ABUELHASSAN

 (Mobile): 365 8807785

E-mail***:*** muna.arahim@yahoo.com

An imaginative and ambitious professional who has a proven ability to think independently and handle multiple tasks successfully through to completion. Possesses the leadership skills, passion, integrity and drive required to make things happen. On top of this I have the gravitas and charisma needed to quickly win the respect, and trust of a workforce. Right now I am looking for a suitable position with a company that will allow me to develop my career, and give me the opportunities needed to unlock full potential.

**Areas of Expertise:**

* Ability to understand complex service delivery issues.
* Comprehensive understanding of the complex systems of inventories, delivery times, costs and personnel management.
* In-depth knowledge of the relevant Health & Safety laws relating to working in a environment were heavy goods are being moved and stored.
* Vast experience of managing 3rd party logistics providers.
* Ensuring the timely delivery of customer deliveries and orders.
* Liaising effectively with suppliers, retailers and consumers.
* Financial understanding of budgets, cost control and financial levers.
* Able to quickly understand a company’s operational systems and provide input for the development of future systems.
* Writing up accurate reports for senior managers on any losses and gains.

**Education:**

* + - Bachelor of law, Al-Nelian University-khartoum
		- Pass legal profession exam
		- Post Graduate Diploma in Law **University of khartoum**

**Training Courses & Additional Certifications:**

* Aug-2019 Post Award Contract Procedure
* June-2014 The Complete Course on Budgeting: Planning, Forecasting-UK- London
* Dec-2013- New Strategies and best Practices in Internal Auditing-UAE-Dubai
* Dec-2012 Tender Design & Evaluation –UAE-Dubai
* Sept -2012 Better Communications - Email Practices-Doha Qatar
* Dec- 2011 Effective Budget & Cost Control –UAE-Dubai
* April -2011Corporate Procurement Manual- Qatargas Co –Doha
* June -2010 HR Job Hand over Orientation
* Nov-2009 IT Security- Qatargas Co –Doha
* Oct -2009 Control framework- Qatargas Co –Doha
* April -2009 Business conduct policy- RasGas Co –Doha
* Financail for non financial - Management Training - RasGas Co –Doha
* May-2007 The Perfect Executive Personal Assistant (PA)-Doha
* Feb -2007 Effective Customer Services - -Dubai- RasGas Co.-Doha
* May -2006 Liqfied Natural Gas Overview - Qatargas-Doha-Qatar
* 2004- SAP- Data Input.- Qatargas Co. Training Center, Doha, Qatar
* External Services Management System, QG Training Center –Doha-Qatar
* 1998 Training in account payable system -Mobil Oil –Sudan
* Al-Jazeera University-Microsoft Application

 **Safety Induction Brief Training:**

* May -2005 RGEE SYSTEMS
* Oct -2006 Defensive Driving Training- Course organized by Safety Section, EHS Department.
* EHS&Q Awareness Training- Qatargas- Laffan Ind. City, Qatar
* Safety induction- Qatargas-Doha
* June-2019 QG Heat Stress Management awareness Tra.
* Mar -2019 QG Performance Management for Employees
* Sept-2019 Classifying and Safeguarding Information
* Aug-2018 H2S Effects & Escape Hood
* Apr- 2018 Defensive Driving

**Work Experience**

Company Name : Qatargas Operating Company Limited previously named RasGas Company Ltd due to integration.

**Contract Administrator- maintenance Section-Facilities Management- Qatargas Operating Company limited - January, 2018- August 2023**

* Following company rules and guidelines when reviewing contracts
* Develop & prepare cost estimation studies for the new proposed contracts
* Collaborate with contract team and contractors on contracts issues and details
* Administrate multi years contracts ranging value from $ 1.5 to $ $ 60 Million
* Team member in technical evaluation stage during tender processes.
* Team member during the mobilization period between two contracts.
* Applying required administrative processes and effectively monitoring contract performance against agreed terms, given the high volume of contracts being administered.
* Documents controller for contracts documentation & filing system
* Track & Analysis contract expenditure
* Prepare all required change order paperwork.
* Monitor all contracts deadlines and conditions to ensure timelines are kept and all relevant payments or information has been met .
* Administer technical evaluations, assist in commercial evaluations, and prepare submissions for management review of contract for award.
* Manage monthly payment process for all contracts, including invoice processing and coordinate approval. Verify all invoices for the section and ensure all payment are done as per the contract provisions.
* Monitor and track performance of all contracts and prepare/coordinate Contractor Performance Evaluation as per the procedural requirements.
* Audit and self-assessment for all functional area's contracts.
* Ensure all activities are undertaken in compliance with Company Safety, Health and Environment and Quality policies, regulations and standards.
* Working thoroughly in the SAP GUI system, such as reports against agreements , budget reports . creating purchase orders , Requisition and CWO.
* Contribute in Department Budget by preparing section budget in order to consolidate it into Department budget

**Associate Coordinator- Catering Section-Facilities Management - RasgasCompany- Qatar**

**January, 2012 To December 2017**

* Develop & prepare cost estimation studies for the new proposed contracts
* Administrate multi years contracts ranging value from $ 1.5 to $ $ 50 Million.
* Work closely with the contract section representative to draft related tender documents (company estimate, technical evaluation, change order , ect. ) for any future contract under the Department
* Team member in commercial evaluation & technical evaluation stage during tender processes.
* Team member during the mobilization period between two contracts.
* Track & Analysis all section contract expenditure & prepare the necessary paperwork if needed.
* Monitors commitments against major contracts. Regular follow-up on contracts validity, ceilings, changes if any & advise the right course of action to be taken by the section then prepare all the necessary paper works.
* Assure contractors are delivering acceptable service levels (meals services, man power services , quality of the equipment maintenance schedules.
* Monitor contractor operations to ensure compliance with the company policy for each service & scope of work.
* Maintain inventory list along with the backup documentation for all kitchen equipment & items purchased to ensure optimal inventory level.
* Verify all the equipment disposal list ensuring the accuracy of the information and prepare the required documentation.
* Prepare all material requisition and follow up with the vendor & company staff the deliveries insuring that the delivered items as per the required specification in the agreement
* Working thoroughly in SAP R/3 system (System Application and Products), such as . reports against agreements , budget reports . Purchase orders, CW, material requests.
* Prepare section budget in order to consolidate it into Departments budget.
* Prepare & sending in monthly section report as well financial reports such as accruals & Cash-forecast
* Tracking expenditures related to various cost center within the Department
* Track the budget expenditure of the section and review it with the budget and cost team.
* Handle all payments & related to contracts & compare it with the contract Cap Value
* Documents controller for contracts documentation & filing system.
* Communicate with the suppliers & hold quarterly meetings to discuss all the issues in relation to the contracts.
* Act as a focal point during internal audit & self-assessment; communicate with other sections within the Department & verify all the documents.
* Act as a focal point in HACCP & Hygiene documentation to ensure that all the areas are following HACCAP & Hygiene aspects.

**Administrator - Catering Section-Facilities Management - Rasgas Company - Qatar**

**January, 2007 – November, 2011**

* Working thoroughly in SAP R/3 system, i.e. creating Minor work orders (MWO), Request for Quotations (RFQ), maintains the prices, Agreements, Material Requests, Service Entry sheet, Purchase Orders such as office furnitures , office partitions , kitchen equipments , pantries items , stationary requests
* Prepare a budget for the Catering Section in order to consolidate it into the Department's budget.
* Prepare & sending in Monthly Catering section accruals & Cashforecst .
* Analysis contracts expenditure
* Tracking expenditures related to various Cost Centers within the Department
* Handle all payments & invoices related to contracts
* Track the budget expenditure of the section .
* Work closely with the contract section representative to Draft Scope, compensation & related Tender documents (SOR, MWO, company estimate ext) for any future Contract under the Section.
* Track the contracts cap values & prepare the necessary paperwork if needed.
* Monitors commitments against Catering Section major contracts. Regular follow-up on contracts validity, ceilings & changes if any & advise the right course of action to be taken by the Section along with full assistance.
* Maintain material requisition items orders for all RasGas, & raise orders through (B2B) system.
* Follow up with the delivery and ensure the orders are delivered on time & as per the contract scope.
* Prepare Monthly & weekly Annual Reports for the Division Activities
* Responsible for all catering contract document & filling system

**Administrative Assistant (mailroom) - office Services Section- Facilities Management - RasGas Company- Qatar**

**December, 2004 - December, 2006**

* Supervision of main mailroom activities in Ras Laffan city
* sorting incoming mail by department , location
* keeping records of sent and received mail
* collect and prepare correspondence to be mailed (Verifying addresses,location)
* arrange external mail for DHL on daily basis
* collect external mail from different companies such as DHL, Fedex, express and distribute to the correct departments.
* track mail room supplies such as stamps, envelopes
* Working thoroughly in SAP R/3 system, i.e. creating Minor work orders (MWO), Request for Quotations (RFQ), maintains the prices, , Material Requests, Service Entry sheet, Purchase Orders Process all the invoices through SAP system
* Handle department petty cash
* Prepare material requisition in SAP system for the Department such as stationary and follow up with Materials Dept.

**Administrative Assistant- Medical Center -Rasgas Company- Qatar**

 **December, 2003- November, 2004**

* Interview patients for case histories prior to appointments
* Update and maintain patients’ health records
* Assist patients with initial paperwork
* Schedule and coordinate appointments
* Answer patients’ queries and ensure quality customer service
* Collaborate with doctors and nurses to help with medical examinations, schedule tests and order supplies
* Ensure compliance with procedures
* Keep up-to-date with changes in medical and insurance legislation

 **Administrative Assistant- Ladies Center -Rasgas Company- Qatar**

 **October, 2001- November, 2003**

* Administrative work including timekeeping, all communications, processing requisitions for supplying materials
* Preparing and issuing monthly financials reports
* Monitoring the work of the Center staff and reporting to the Center Manager
* Monitoring all activities within the Center
* Operating the center connection with Other Qatargas Departments and members of personnel through s automated network
* Assisting in various activities for the center, example: Third Diplomatic Charity Bazaar –May 2002.

**Clerk Representative, Cashier- Mobil Oil Sudan - Port Sudan Terminal**

**December, 1997– January,** 2**001**

* Handling all account payable and receivable work
* Issuing all cash invoices through the system
* Preparing Daily cash reports
* Attending to various customer problems
* Handling petty cash & related issues within the Terminal
* Dealing with banks for all related issues
* Preparing daily and monthly company account reconciliation
* Issuing systematic checks (Payable system)

**Personal Data:**

 Date of Birth 1 /1/ 1969

 Marital Status: Married with Four children

*References are available upon request.*