

Mohamed Abdorabo

Project Management

EDUCATION :

Aug,2017–Feb,2019

University of Khartoum

Master of Business Administration (MBA)

Project Management Specialization

Jan,2006–Oct,2010

The National Ribat University

Bachelor Degree in Business Administration

EXPERIENCE :

Aug,2017–Nov,2018

Sudapedia of Art & Media Production

Project Manager

 Sudan

- senior volunteer as project manager in more than 5 community projects about raising the awareness of Sudanese culture and history through workshops and field discussions with the local communities around the historical areas in Khartoum and outside Khartoum.

May,2014–May,2016

Emirates Integrated Telecommunications Company (DU)

Project Coordinator

 UAE - Dubai

- Assisting and supporting the Project Manager in their daily duties.
- Ensuring that relevant management information is captured and analyzed.
- Collecting and Updating customers details in CRM using Duverse, and Netcraker tools.
- Reviewing the efficiency and effectiveness of service delivery.
- Resolves customer complaints by investigating problems; developing solutions; preparing reports; making recommendations to management.
- Acting as administrative support to Project Managers and Directors on projects.
- Identify, analyze, prioritize, mitigate and communicate project risks.
- Helping the Contract Manager with the development of operating procedures.
- Communicating with project manager to report on project status.
- Developing training and briefing material for staff.
- Leading and organizing a team.
- Keeping in close contact with key project members and decision makers.
- Involved in interpreting performance data and translate this into practical improvements.




PROFILE :

A results driven, self-motivated and resourceful project coordinator over 3 years' experience in depth understanding of all aspects of project coordination and implementation. Experience of supporting the delivery of new and existing products and business enhancements that enable individuals and organizations to improve the quality and productivity. Well presented with excellent communication skills and having a commercial approach to solving problems and developing business. Now looking forward to a making a significant contribution with an ambitious company that offers opportunities for progression.

CONTACT

 UNITED ARAB EMIRATES

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➤ UAE Driving License Holder

SOCIAL MEDIA

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https://twitter.com/_MOEABDO

HOBBIES & INTERESTS

- Travelling
- Music
- Reading books
- Football
- Volunteer Work/Community Involvement
- Cooking
- Games (Chess)

Sales Manager

- Achieve growth and hit sales targets by successfully managing the sales team.
- Design and implement a strategic business plan that expands company's customer base and ensure it's strong presence.
- Own recruiting, objectives setting, coaching and performance monitoring of sales representatives.
- Build and promote strong, long-lasting customer relationships by partnering with them and understanding their needs.
- Present sales, revenue and expenses reports and realistic forecasts to the management team.
- Assess the strengths and weaknesses of the sales team and manage the sales program accordingly.
- Offer discounts and deals where appropriate.
- Provide on-the-ground support for sales associates as they generate leads and close new deals.

COURSES :

- PMI-PMP , PMBOK6 EDITION
- PRINCE2
- Certificate of Basic Passenger Fares & Ticketing
- Certificate of Advanced Passenger Fares & Ticketing
- ICDL (International Computer Driving License)

LANGUAGES :

Arabic ●●●●●

English ●●●●○

AREAS OF EXPERTISE :

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|---------------------------------|-----------------------|
| ➤ Scheduling | ➤ Meeting Sales Goals |
| ➤ Cost control | ➤ Negotiation |
| ➤ Risk management | ➤ Motivation |
| ➤ PMP Methodologies | ➤ Sales Planning |
| ➤ Delivery | ➤ Build Relationships |
| ➤ Developing project strategies | ➤ Leadership |

PERSONAL ATTRIBUTES

I have a lot of experience working with a diversity of people. I am easy to get along with; adapt quickly to change. I enjoy my work especially when it involves working with people and I take my goals and my work seriously. In challenging situations I find that I am both innovative and enthusiastic in finding solutions. I consider myself as being a well-groomed, professional individual who is consistent yet flexible. I dare any challenge and work extremely well under pressure. Maintaining a positive outlook on life and the future is very important to me.