

# Abdelrahim Mohamed Ali

legal, security and  
administration roles



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29 Jul 1986



Married



Sudanese

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28673602632



male

## PROFILE

15 years of experience with legal, security, and administrative work, starting with the Sudanese Ministry of the Interior as a police officer and other legal and administrative positions in the private sector.

## EDUCATION

### Bachelor's degree law

#### The National Ribat University

Jan 2005 – Aug 2008

khartoum, Sudan

### Diploma in police science

#### Faculty of police science and law

Jan 2005 – Aug 2008

Khartoum, Sudan

## COURSES

### Duties of HSE section:

#### ACOMMASE GROUP LTD CO SD

Mar 2018 – Jun 2018

khartoum, Sudan

- Fire protection in buildings.
- Safety of people in the event of a fire (PPE).
- Emergency evacuation plans.
- Fire safety management.



## PROFESSIONAL EXPERIENCE

### Processing Supervisor

#### Unicom Multi Activities

Jun 2020 – Oct 2022 | khartoum, Sudan

- Warehouse management processes involved in running the day-to-day operations of the warehouse.
- Training employees on work methods, safe operating, and safety procedures.
- Responsible for government procedures and building good working relationships with all government office employees.
- Examining buildings' physical and electronic security systems and responding to security incidents.
- Coordinate with government authorities regarding ongoing investigations.
- Perform risk assessments on the Group's facilities.
- Conducting legal analysis, researching legal matters, and providing legal advice.
- Administrative work and drafting documents, letters, and contracts.

### Director of the legal department and legal advisor

#### Khartoum Capital for Investment and Multiple

#### Activities

Nov 2018 – May 2020 | khartoum, Sudan

- Assisting Directors in implementing the firms' visions, plans, and strategies as a whole.
- Maintaining the organization's legal files and ensuring that the working practices follow its policies and regulations.
- Develop strategies to match and beat the competition and provide the service quality that clients require.
- Drafting documents, letters, and contracts.
- Conducting legal analysis and researching legal matters.

### Administrative Manager

#### Daisy Trading Works

Aug 2017 – Oct 2018 | khartoum, Sudan

- Recruiting, training, and supervising administrative staff and workers.
- Communicate with all active clients of the company and delegate tasks to the team based on priorities.
- Communicate weekly goals to each team member with supervision.
- Negotiating prices and contract terms with suppliers at the company level.
- Create different reports for presentations on a daily, weekly, and monthly basis.

## ACHIEVEMENTS

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**Military Achievement Medal**  
**Presidency of the Republic of Sudan**  
2010 | khartoum, Sudan

## SKILLS

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- Teamwork
- Communication Skills
- Team Building and Leadership
- Self-Motivation and positive thinking
- Microsoft office
- Problem Solving
- Customer Serves
- Critical Thinking
- Administrative Skills
- Policy and Procedure Modification
- Documentation and control
- Performance improvement
- Positive attitude
- Attention to detail
- Safety and Security
- investigation
- legal advisor
- legal writing

## LANGUAGES

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**Arabic**  
Native

**English**  
Limited working proficiency

- Coordinating and monitoring administrative procedures and systems, supervising facility services, maintenance, and security activities.
- Create various reports and presentations daily, weekly, and monthly.
- Drafting documents, letters, and contracts and providing legal advice.

### **Police Officer - First Lieutenant** **Directorate General for Security Police**

Feb 2012 – Aug 2017 | khartoum, Sudan

- Self and preventive security and securing military and governmental facilities.
- Crisis management, assessment, and risk management.
- Investigating reports, complaints, and security reports directed against officers and members of the police forces.
- Investigating reports against state security and public opinion reports and submitting them to the State Security Prosecution.
- Collect detailed reports related to security threats across the country.
- Preserving the security and safety of the state from any terrorist or sabotage acts.
- Monitor activities harmful to the country's economy and its resources.
- Collecting and analyzing information and writing security and intelligence reports.
- Administrative work of following up on files, letters, and records.

### **Police Officer -Lieutenant** **Khartoum State Police**

Sep 2008 – Jan 2012 | khartoum, Sudan

- Get to the crime scene and isolate the area to protect the evidence.
- Processing crime scenes by identifying and documenting crime scenes and collecting evidence.
- Investigate with the accused, witnesses, and victims and record their statements in the investigation report.
- Gather potential evidence physical, samples, documents, photos, and data.
- Criminal investigation and publication of criminal investigation teams to collect information.
- Presenting case files to the Public Prosecution and Court.
- Administrative and legal work.