MOHAMED TAGELSIR

CONTACT

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🏳️ SUDANESE

SKILLS

- Stock rotation techniques
- Sales analytics software proficiency
- Cash-handling expertise
- Supply chain management
- Point of sale systems
- Customer relations

LANGUAGES

First language: Arabic

English:

Advanced

LICENSE

- QATARY DRIVER LICENSE

Focused stock professional experienced in display merchandising, and stock processing. Detail-oriented employee with strong computer and organisation skills.

EXPERIENCE

July 2019 - October 2023
Stores Manager *Sudanese Postal Services Co. Ltd*, Khartoum, Sudan
- Created and maintained an outstanding shopping experience for customers leading to an increase in sales.
- Keeping track of inventory levels.
- Making sure every product is stocked.
- Staying in touch with suppliers to keep product stock from running out.
- Ensuring customer service needs are met.

January 2014 - June 2019
Technical Support Supervisor *National Social Insurance Fund*, Khartoum, Sudan
- Plan, direct, and supervise the operations of the technology support center, Help Desk/Call Center, technical repair and operational support staff
- Helped customers set up new systems, applications and software.
- Installed applications for clients, including anti-virus software and Microsoft office.
- Logged and completed reports to submit technical details to management.
- Designed and perfected data recovery strategies to manage unexpected data loss.
- Used support tickets to track and speed up incidents.
- Managed daily server backups to avoid data loss from computer malfunctions.
- Monitored computer system performance and intervened in identified problems.

January 2009 - December 2013
Data Encoder *National Social Insurance Fund*, Khartoum, Sudan
- Organize and maintain files and databases, ensuring all records are up-to-date and easily accessible. Perform regular data entry tasks, including updating information
- fast and accurate typing, attention to detail, computer proficiency, organization, time management, and data validation.
- Created and maintained spreadsheets using Excel.

EDUCATION

Informations Technology
Bachlor's
Sudan University of Science and Technology, Khartoum
10/2002 - 11/2007