

CV

Name: Khidir Elonour Abdelrahaman Abualhassan

Nationality: Sudanese

Date of birth: 1972

Place of birth: Nyala

State: South Dar Fur

Marital status: Married

Languages: English + Arabic

Email: khidir.hamoda@yahoo.com

Phone: 0110915971 – 0912155297

Education:

⊖ Primary level: 1979-1984 (Nyala Rail way primary school)

⊖ Intermediate level: 1984-1987 (Nyala Elemtidad Intermediate school)

⊖ Secondary level: 1987-1990 (Nyala Secondary school)

⊖ University level: (University of Sudan

Qualification:

⊖ Sudan University (Faculty Business Studies – Accountant Section)

⊖ Certificate of Accountant of Sudan University)

⊖ Certificate of Advanced Excel (Advanced Computer & Telecommunication Services

Experiences:

⊖ I was working with ZOA Refugee care North Sudan – Ed Daein as Admin and logic manager 1/ 9/ 2007 up 10/1/ 2011

⊖ I was working in Sustainable Development Charity ORG I was Logistic officer with 21 May 2006 up to 15aAugs2008

⊖ I was working with Action Contra La Fame (Is a humanitarian aid Human as Purchase for Logistic Department 1/7/2004 up to 2006

⊖ Currently I am working with Fourth Company in Khartoum as Manger

Job descriptions of my work with ZOA:

⊖ Responsible of all Logistic and Department accounting programmed (ZOA Manager)

⊖ Prepare and report upon quarterly, monthly, and weekly Logistic and Admin plans

⊖ Contribute to new donor proposals

o Must maintain and update all staff files.

o Must know ZOA charter and internal staff regulations to be able to answer to any question that may arise.

o Supervise the administrative staff in their work.

o Prepare and supervise the planning of the cook and cleaners.

o Receive all leave requests, must record them and submit them for approval to the Heads of Department and Head of Project.

o Insure a follow up of the loans giving to the employees.

In case of sick leave by one of staff, must make sure he can be replaced i.e. guard being sick; and control sick leaves paper

o Prepares and updates all documentation related to contracts and advises the

Head of Project accordingly.

- o Responsible for maintaining all administrative documents properly updated and filed.

- o Must keep informed the Head of Project at all times of incoming/outgoing correspondence.

- o Must maintain good professional relationship with the authorities and partners (local authorities, HAC, Labor Office, U.N agencies & NGOs), and be able to assist the Head of Project if necessary.

Job descriptions of my previous works: -

Job Description of Field Logistic

Objectives

Assist the Head of Project in his/her Logistic Purchasing

Tasks & Responsibilities

Logistic Purchasing

- o Keep procurement records and submit weekly and Month reports

- o Responsible for filing correctly all documents related to the Purchasing advances, transfers.

- o Follow up payment with Accountant

- o Organize and prepare the payment of the rentals, social insurance, income taxes, usability charge...

- o Participate in the establishment of the base monthly cash forecast.

- o Insure that all advances and purchases are approved by the Head of Project.

- o Provides Suppliers Quotations

References:

1. Margret Masmaba

Elf Asher – North Darfur

UNAMID Darfur

2. Bart Dorthman

ZOA Refugee Care

Country Director

3. Hassien Sharif

Tear fund Khartoum

Phone 0122710375

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ
جمهورية السودان
THE REPUBLIC OF THE SUDAN



جامعة السودان للعلوم والتكنولوجيا

Sudan University Of Science & Technology

College of Business Studies

B 0132428

CERTIFICATE

undersigned hereby certify that the senate has awarded:

Khidir Elnour Abdelrahman (Sudanese)

Master in (**Accountancy**) after completing the (Eight Semesters) prescribed course
the final examination .



Class of Award: Second Class

Date of Award: 1/7/2005

Cumulative Aggregate: 31

Date of Issue: 23/10/2006



Osman Mohammed Abdoalrhman

Dr. Dia Edin Mohamed Elhassan Mukh

Registrar

Dean

Prof. Osman Gamal Eldin Osman

Secretary of Academic Affairs





CERTIFICATE OF ATTENDANCE

This is to certify that

Khidir Elnour

Completed the RedR training course:
(Communication)

At Nyala from 1st Oct. 2007

 **redr uk**

Amir Madaminov



ACTION CONTRE LA FA
South Darfur

WORK CERTIFICATE

To whom it may concern

PLACE: Nyala, South Darfur

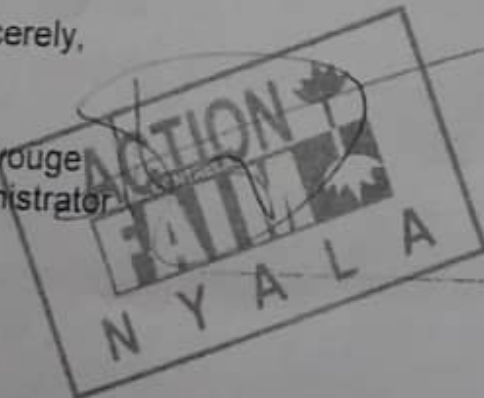
DATE OF DOCUMENT: 16/01/2006

This is to certify that **Mr Khidir El nour Abdelrahman** Worked in ACTION CONTRE LA FAIM based in Nyala for a period of one year & five months & twenty days from 27/07/2004 up to 16/01/2006. He was employed as **Purchaser** for **Logistic Department Nyala**. Since then he is free of any obligation towards ACTION CONTRE LA FAIM.

We wish him every success in his future employment.

Yours Sincerely,

Florent Devouge
Base administrator





WORLD FOOD PROGRAMM


CERTIFICATE

IS HEREBY GRANTED TO

KHAIDER EL NOUR

TO CERTIFY THAT HE / SHE HAS COMPLETED ONE DAY

**WAREHOUSE & COMMODITY
MANAGEMENT TRAINING**


Raul Mastrapa
Head Of Ed Daein Sub Office

Granted: November 20, 2009

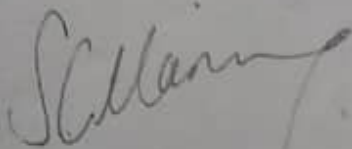
Service Certificate

Date: 12th August 2012


This is to certify that Mr. Khidir Alnour Abdelrahman has been working with ZOA Sudan for Nyala office as Procurement Officer from 01st September 2007 to 31st August 2008 & as Logistics and Administration Manager for Ed Daein office from 01st October 2008 to 10th January 2012. Khidir's position has been in grade (I8) within ZOA – Sudan salary scale and positions structure.

This Certificate has been issued upon his request. We wish him all the best for the future.

Sincerely



Simon Manning
Acting Country Director
ZOA - Sudan

ZOA 
RELIEF | HOPE | RECOVERY

Date: 4th April 2010

Certificate

This is to certify that Mr. **Ishag Ahmed Mohammed** support training programme in ZOA Refugee Care – Darfur 2 Programme during 2009 to 2010 as a trainer for the following topics:

- Peace culture
- The Relation between nomads and farmers and also the environmental degradation
- The deterioration on the basic services
- Role of the traditional laws in the organization of the life between nomads and agriculturist
- Evaluating of family income generation project
- Poverty

This certificate is issued out upon his request


Khidir El-Nour Abd-Alrhman
Administrator

Date: 11/9/2008

To: Country Director

Subject: Logistics and Administration activities at Darfur 2 programme

As soon as ZOA started establishing Darfur 2 programme – Eddaein Office, we selected khidir Elnour (Nyala Procurement Officer) to join Eddaein group to facilitate the Logistics, Procurement and other administration activities.

As we know the achievement of Eddaein team during this short period was even better than originally planned, that was a result of the spirit of responsibility and team working among the team members.

I would like to certify that Khidir has proved a quite high efficiency, capability, responsibility and cooperation manner. He keeps doing the job in quite perfect and fair collaboration with the other team members, INGOs, local market and official authorarities.

I would like to recommend that we transfer Khidir from Darfur 1 (Nyala) to Darfur 2 Programme (Eddaein) and offer him promotion to next level (smeller to Darfur 1).

I have discussed this proposal with, Daniel, Margaret and Ghada, they all support the proposal regarding that approval will be given for the recruitment of a replacement Procurement Officer in Nyala.

Your approval is highly appreciated.

Regards.

Hussien Hakim Shereef
Log & Administration Manager
ZOA Country Office Khartoum

**SUSTAINABLE
DEVELOPMENT
CHARITY ORG**

WORK CERTIFICATE

Date and place – 15\07\2007- Nyala

This is to certify that Mr. \ Khidir Alnour worked in Sustainable Development Charity based in Nyala for period from 21\05\06 up to know

He was employed as Logistician and program officer

We wish him every success in his employment.



You're sincerely
Harn Alian
Head of the office

A handwritten signature in black ink, appearing to be 'Harn Alian', written over a horizontal line.

CERTIFICATE

This is to certify that

Khidir Alnour Abdualrhmanabu

has attended

**ADMINISTRATION FOR DEVELOPMENT
ORGANISATIONS COURSE**

CONDUCTED BY

**MS-TCDC
ActionAid Denmark**

Duration:

16th to 27th March 2009

Subjects Covered:

- **Integration of Information and Communication Technology in Administration of Development Organisations**
- **Office Management and Administration Practices**
- **Budget Analysis and Advocacy Tools**
- **Legal Aspects of Development Organisations**
- **Materials Management and Information Technology**



جمهورية السودان
وزارة الداخلية
الإدارة العامة للمرور



مدير الإدارة

رخصة قيادة

رقم	L10N1037	نوع الرخصة	عامه
الإسم	خضر النور عبدالرحمن ابوالحسن		
التنسية	سوداني	المهنة	اعمال جزء
العنوان	اللاماب	رقم	٠٩١٢١٥٥٢٩٧
مكان الإصدار	الخرطوم	فئة الدم	A+
تاريخ الإصدار	٢٠١٣/٠٦/١٩	تسري حتى	٢٠١٨/٠٦/١٩
تاريخ أول إصدار	٢٠٠٤/٠٤/٢٤		