

## Warsame Mohamed

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### Bio Data

**Gender:**

Male

**Marital**

**Status:**

Married

**Nationality:**

Kenyan



### Personal Profile

A focused and competent professional with a progressive career who can follow given instructions. I am self-driven, ambitious, innovative, analytical, a fast learner, and pride myself as a true team player with good interpersonal skills. I desire to work within a challenging and rewarding environment, which will give me an opportunity to utilize my acquired skills, apply my academic knowledge that leads to both personal and organizational growth.

### Education

	<b>Certificate of primary education</b>
<b>2000-2008</b>	Jaribu primary school
	<b>Kenya Certificate of Secondary Education</b>
<b>2009 - 2012</b>	Boys-town Secondary School
	<b>Diploma In purchasing and supply management</b>
<b>2013-2015</b>	Thika school of medical and health sciences
	<b>Paramilitary certificate</b>
<b>2015</b>	

### Professional Training

- Feb 2013: Computer Certificate at Garissa polytechnics
- Aug 2023: Basic First Aid with CPR at DISS Doha Qatar
- Sept 2023: Basic food safety level 1/2 at Amwaj Doha Qatar
- First aid and security preparedness at Qatarfoundation

### Skills

- **Analytical Skills:** Recognizes areas of weaknesses requiring improvements and makes recommendations to the management for consideration, approval and implementation.
- **Decision Making and Problem-Solving Skills:** I can make timely, well-considered and logical decisions on problem situations that may arise so as to find

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appropriate and workable solutions.

**Communication Skills:** I am an excellent communicator who effectively conveys information both verbally and in writing. I am also a keen listener and gives prompt feedback.

**Flexibility and Adaptability:** I am a flexible team player who thrives in environments that require ability to effectively prioritize and juggle multiple concurrent tasks. I am also very positive, resilient and open to new ideas.

**Planning and Organizing:** Ability to identify and prioritize activities and assignments, make necessary adjustments as required; foresee risks and allow for contingencies when planning.

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## Work Experience

Supervisor- Amwaj company(Qatar) 15 April 2022-to date:

### RESPONSIBILITIES

- Prepare stock available balance and request additional commissary in the store.
- Prepare daily delivery as per client request.
- Check store incoming and outgoing items.
- Received Commissary monthly wise on behalf of client to deliver as per request.
- Preparing monthly time-sheets, and staff performance.
- Prepare gate pass and other documents related items.
- Plan and schedule monthly program and assign staffs location wise.
- Encourage team members, recognize achievements, and maintain a positive work environment to keep morale high.
- Address conflicts among team members or between staff and management and take steps to resolve issues constructively.
- Assign appropriate tasks to team members based on their strengths and areas of expertise.
- Ensure open communication between team members and higher management. Act as a liaison to ensure the flow of information.
- Clearly communicate job expectations, organizational changes, and updates on projects or goals.
- Provide regular updates to senior management on team progress, challenges, and accomplishments.

**cctv controller – Tayseer Security Service (Qatar) August 2018- to Dec2021)**

- Monitoring and incident identification as well as concise timely alerts
- Preparing daily activities reports.
- Phone handling and client response.
- Maintain operations by following company procedures
- Maintain customers' confidence and protect operations by keeping information confidential.
- Being part of a team proving 24/7 support to clients.

**Dec 2012-april 2018**

**Garissa referral hospital**

**Position: clerical officer**

**Responsibilities:**

- Cash collection.
- Received incoming items from warehouse on behalf of pharmacy in-charge.
- Received pharmacy items from warehouse and delivered in store.
- Check items productivity and expiration in both warehouse and storage.
- Pharmacy data collection.
- Capturing medical invoices in the system.
- Capturing revenue into the system.
- Issuing hospital credit letters.
- Filling both policy and personal documents.
- Processing hospital bills.

**Additional Information**

**Hobbies**

- Reading, Traveling, Sports (Football)

**Language**

English, Swahili, Arabic and Somali

## Referees

**MR. FIRAS AL-RIFAI**  
**QATAR-ENERGY SENIOR FACILITIES MGT SUPERVISOR**  
**Tel-+974 4015696**

**Mr-Mohamed Hafil**  
**Project incharge – Amwaj Catering Service**  
**Tel-no: +97450846554**  
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**Hospital admin, Garissa referral hospital**  
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