

CV for Sumaya Gure

Name: Sumaya Gure
Address: 102 Herrick Road, B8 1PG Birmingham
Mobil: 07878297833
Birth date: 09.04.1994
Email: sumayabile8@gmail.com
Marital status: Engaged



Key qualifications:

With a bachelor's degree, specializing in maritime logistics, my studies included logistics and management both analysis and numeric studies. Some of the subjects included in my degree courses were economics, macroeconomics, mathematics, supply chain, logistics operation, transportation intelligence, and my thesis research was about the Competitiveness of Logistics Service Providers in China.

A balanced, highly capable, and technically minded young graduate who works well both on their own initiative and in small teams and groups.

I see myself as a social and outgoing person who is motivated to do an excellent job. Like to challenge me in order to grow positively in all aspects of life. Strong communication and customer service skills, meticulous attention to detail, and a person who follows through.

Working experience:

- 2021- Amazon, Coventry United Kingdom FC Associate**
Fulfillment associates fulfill basic warehousing and stock order duties. I am responsible for unloading merchandise trucks, deciphering work orders, locating stock, and packing items for shipment. Tasks may include Efficiently and effectively receiving & storing goods inwards following Amazon's internal processes and procedures and using radio frequency (RF) scanners
- 2020-2021 Novo Entreprenør AS, Oslo, Norway Logistics trainee**
During my 8-month trainee period at the construction company Novo, I have worked with logistics.
My team consisted of the general manager and his assistant. I was in charge of the warehouse by checking the security products and the safe clothes for employees and sending feedback to the general manager. I was also involved in the contact with the seller. The tasks also consisted of going to the project site in Moss to check equipment, including building materials and machinery. In addition, I managed the employment contracts and the archives called and arranged meetings with other companies and agreements for car service for the workers. In the end, I was included in helping the leaders with finances.
- 2018– 2019 Jabavu village LTD, Nairobi, Kenya PA for Head Manager**
Tasks related to daily management, scheduling of meetings, correspondence with clients, suppliers, and note-taking. Arranging meetings with both domestic and international clients by phone and email. Also responsible for office administration, managing the office with everything such as sending goods with drivers, managing 15 employees, and handling the office budget related to the daily and monthly requirements in the office.
- 2018 Tøyen Unlimited, Oslo Administration Accountant**
Internal operational accounting duties like payroll, taxes, and management. During the two months of work, I worked with the manager as administrator and accountant and assisted in organizing events.
- 2017– 2018 Workforce staffing LTD, Redditch, UK Warehouse staff – summer help**
Worked as part of a large team of 20 people within the main SP disruption center to oversee the assembly and placement of stock items following the receipt of stock deliveries, including reporting to the warehouse manager. Also did the packing for deliveries to different stations within the UK. For two summers, I gained practical insight into the delivery process connected to my university studies.

2015 Gorcen import-export, Ningbo, China Manager Assistant
 Assistant for the head manager in a company that sold safety products. Helped my colleagues in their projects with translations from English to Arabic and contacting international clients with different countries through emails.

Education:

2021-2022	University Of Birmingham-Full stack Development	Birmingham-United kingdom
2013-2017	Ningbo University, Maritime faculty – Logistics Management.	Ningbo-China
2010-2012	Al-Bahrain High school, General Subjects	Hargeisa-Somalia
2007-2010.	Al-Siyahiya school, Middle school	Damascus-Syria
2000-2008	Al Qashom primary school/ Horna school	Damascus-Syria

Further education:

2010	Computer programs.
2012-2013	Two years in Medicine faculty
2017	Rosenhof Norwegian course [10 weeks]
2019	Din Utvikling English job course [4 weeks]
2019	Podium arbeid og kommunikasjon [16 weeks]
2020	Supply chain management course in University of New Jersey [4 weeks]
2021	Accounting course [50 Hours]

Certificates: First Aid, OIW Nordic China tech summit, member of toastmasters, Accounting, supply chain management.

Data/computer skills:

- Microsoft Office
- Social Media Proficient
- Outlook

Other:

2021- Business partner in Opulence Global Canada

Established in 2005, Opulence Global is home to Canada's largest designer fashion house and other major product sectors, including skincare, personal care, and health & wellness, dedicated to design and manufacturing products that impact your life. Our mission is to provide you with an optimum lifestyle, optimum beauty, and optimum health.

2020- Church's city and red cross non-Profit organization. Oslo. Norway

I work as an environmental coordinator worker and a translator between Norwegian English Somali and Arabic health centers. The health center is run by the Red Cross and the Church's city mission and offers free interdisciplinary health care for persons without a valid residence permit in Norway.

2020- Church's city non-profit organization volunteering center summer activities

I work there as a volunteer to assist my community with the summer activities for the kids and families. During the holidays we provide a nice event or a good trip.

2019-2021	Corporation's manager and a productive member of NCEF -Norway
2018-	Vice president of Hooyo power organization in -Norway
2015-2017	Volunteered at blood donations organizations. -China
2015-2017	Vice president for international toastmaster's club -China
2013-2017	Member of the student union in Ningbo University -China
2014-2016	Volunteered at schools, teaching Chinese kids English and Arabic language. -China

Languages:

Norwegian	Advanced orally and written.
English	Fluent orally and written.
Arabic	Fluent both orally and written.
Turkish	Advanced orally and written.
Somali	Native speaker
Mandarin	Good orally, basic writing.
Korean	level A1 (learning)

Interests: Cycling, puzzles, reading & research, swimming, Numismatics, and walking

References: Given upon requests.