**Rasha Baballa Biraima Baballa**

Almuhndseen block 30 house no. 278 – Omdurman - Sudan

**Mobile:**0912219502 **Email:**[rashababalla123@gmail.com](mailto:rashababalla123@gmail.com)

**Marital Status**: Marriage **Nationality**: Sudanese

**Date of Birth**: 30/01/1989

**Career Objective**

As a senior Administrative Assistant with 5 years experience, seeking an opportunity in Human Resource Management Professional where experience in staffing, employee, relations, project management and superior communication skills will enhance overall strategic plan and direction of a organization. Which I prefer to get more studies in it. I am Organized personality, Working in Team and Have Excellency communication skills, skilled in computers MS Tools Office, Ability to work under pressure, quick learner and Taking Responsibility seriously.

**Academic information**

* 2006 – 2010 Ribat National University Collage of Environmental Studies and Disaster Prevention – Organization Management – Bachelor’s Degree
* 2003 - 2005 Ahmed Basher Alabadi High School
* 1995 to 2002 Abu Anja Primary School

**Qualifications & Trainings**

* 2018 Trained for 10 days in Kirkasawee International Company as Secretary
* 2017 Practical English Language Teaching Program
* 2011 Arbitration and Conflict Resolution Workshop
* 2011 Peer education in Reproductive Health focusing in HIV/AIDS
* 2012 Administrative Skills Development Workshop
* 2012 African Visionary Leadership Training Program
* 2012 NGOs in Gender Mainstreaming and Safe Motherhood
* 2012 Received a certification in first Aid course
* 2013 Finance and Logistics Management Basics
* 2009 Course in Media
* 2006 English Language as second language in British Institution

**Work Experience**

2015 – 2018 Administrative Assistant

Omdurman English Medium School – Kindergarten Department

* Perform general clerical duties including photocopying filling, correspondence and printing files.
* Preparing Materials for Teachers and students.
* Any duties as required.
* Routinely re – order office supplies and stationeries.

2011 – 2012 Administrative Assistance

CAFA Sudanese Community Development Association - Omdurman

* Takes minutes off meeting.
* Responsible for updating the administrative photocopier, typing, filling system and resaving fax messages.
* Responsible for petty cash.
* Reporting and participate in all administrative work.
* Ensure office kept clean and tidy.
* Ensure efficient attendance to guest.
* Providing admin support typing, emailing, clearance and correspondence.

2012 - 2013 Program Assistant

CAFA Sudanese Community Development Association - Omdurman

* Receive Screen and distribute incoming mail pertaining to programmers areas.
* Prepare routine non-technical correspondence in English from brief verbal or written instructions, type documents and manuscripts.
* Ensure that correct financial and administrative procedures are followed for cross-cutting activities with other department, sub offices and country offices.
* Develop and maintain a filing, reference system and database files.
* Focal point for work plan related to program activities (budget and finance) input work plans cost.
* Under take other administrative and secretarial duties and activities related to the program areas as required.
* Perform other duties as required.

**References**

* Mr. Yassir Ibrahim Awad

CAFA Sudanese Community Development Association – Manager

Mobile: +249- 912219924

* Ms. Rehab AltaybMadani

CAFA Sudanese community Development Association – X Program Manager

Mobile: +249-911262047

* Mr. Amir Ali Edress

Omdurman English Medium School – School Manager

Mobile: +249-122283611