

Sara Mahir Mohamed Fageir

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About me

I.T specialist with a strong foundation in management. I'm currently looking for a job in a challenging environment that can capitalize my skills in both in both fields.

Arabic: native English: fluent

Education

BACHELOR OF SCIENCE (HONS) IN **INFORMATION TECHNOLOGY 2019**

Future University, Khartoum, Africa St.

Experience

Secretary in the head office of the British educational schools and British educational centers (June 2021 – march 2022).

- Extract all center certificates in Khartoum and other districts.
- Maintain diaries and arrange appointments for the parents and the school staff.
- Organize and servicing meetings.
- Working with the HR department when the ministry of education needs data about the school.
- Working with the finance department when having a special registration case.
- Typing reports for the ministry of education.
- Sending emails to the owners of the school to keep them posted.

Bank transaction officer at workers national (February 2021 – April 2021)

- Receiving, checking and reporting bank cheques.
- Direct contact with the bank customers.
- Create, manage and maintain accounts within the financial management system.

Teacher Assistant for grade three in AL-Manshia basic school (October 2019 – April 2020)

- Helping the English and math teachers to keep up with the school timeline.
- Assisting with marking and correcting exams.
- Attending meetings and reviews.
- Helping with school evens and trips.
- Setting the books by section in the library before the library class for the kids.
- Filing stories for each student in the class day by day and read the first three pages with all of them.

Training Courses

Digital Marketing at new horizon training center Khartoum, Sudan.

PMP at milestone training center Khartoum, Sudan



