

CURRICULUM VITAE

PERSONAL DATA:

NAME: ABEER TARIG FAWZI ABDELGADIRI.
Address: 117 Street, block 14, Khartoum,
Mobile No: +249910099015.
Email: agabani94@gmail.com.
Marital Status: Single.
Birth Date: 28/May/1994.
Gender: Female.
Country of Origin: Sudan.
Present Nationality: Sudanese.
Languages: Arabic (Native)-English (fluent speaking and writing)
National Services: Cleared

OBJECTIVE:

I would like to make use of my educational, professional qualifications and my personal skills to implement the best quality service and to lead a challenging career.

EXPERIENCE:

Admin Assistant at INZO Trade and Construction (TAC) Dec 2016 – Apr 2017

Responsibilities:

- Answer and direct phone calls
- Organize and schedule meetings and appointments
- Produce and distribute correspondence memos, letters, faxes and forms
- Research and creates presentations
- calling for repairs; maintaining equipment inventories; evaluating new equipment.
- Carry out administrative duties such as filing, typing, copying, binding, scanning etc.
- Write letters and emails on behalf of other office staff.
- Maintain computer and manual filing systems.
- Reply to email, telephone, or face to face enquiries.
- Answer telephone calls and pass them on.
- Photocopy and print out documents on behalf of other colleagues.

PA to CEO at Osool International Co.Ltd, May2017 - June2017

Responsibilities:

- acting as a first point of contact: dealing with correspondence and phone calls.
- managing diaries and organizing meetings and appointments, often controlling access to the manager.
- organizing events.
- reminding the manager/executive of important tasks and deadlines.
- typing, compiling, and preparing reports, presentations and correspondence.
- implementing and maintaining procedures/administrative systems.

Marketing Coordinator at Osool International Co.Ltd July2017 - Nov 2019.

Responsibilities:

- Creates marketing and social media campaigns and strategies, including budget planning, content ideation, and implementation schedules.
- Ensures brand consistency in marketing and social media messages by working with Teammates.
- Provides training and guidance to social media and marketing team members on social media implementation best practices and strategies.
- Collects customer data and analyses interactions and visits, plus uses this information to create comprehensive reports and improve future marketing strategies and campaigns.
- Reports progress to senior marketing management.
- Researches and monitors activity of company competitors.
- Creates and distributes engaging written or graphic content in the form of social media messages.
- Edit and add data in the website.
- Answering the call center only for Sudani subscriptions.

Technical Coordinator at Osool International Co.Ltd - Apr2018 - March2021.

Responsibilities:

- Test the Android and IOS APPs and a coordinator between Osool and the developers.
- A coordinator between the Middleware and Osool for developing and Modifications.
- Configure the terminals on Osool Backend.
- Configure the Point of sales to connect it with the backend.
- Contact the technical support of the Point of sales suppliers to solve issues if found.
- Prepare the POS to be ready to deliver it to the QA.
- A coordinator between the Backend and third parties for the MA'AK payment gate way configuration.
- Prepare presentation with the designer to present it to Customers Business to Business.
- Follow all modifications and new features with the backend till be in production.

- **Additional EXPERIENCE :**

- training certificate at Strategy and Business Excellence Department at ZAIN SUDAN, May2016,

- Responsibilities:**

- Oversee and monitor routine security administration.
 - Train fellow employees in security awareness, protocols, and procedures
 - Design and conduct security audits to ensure operational security.
 - Privet Data entry job types books, letters and speeches for Prof Mohammed Elshiekh Omer.
 - Was responsible for review and edit the law faculty degrees of Al-neleen University from patch 1994 to patch 2014, on my Notional service in the vice dean of Law Faculty Office.

EDUCATION:

Bachelors (HONERDEGREE) Computing Business & Information System, Sudan International University **Nov2011-Sept2014**

Additional Education:

- PHP & MYSQL (Language), Sudacad Institution, Alamarat, Khartoum, Sudan Feb2015
- TOT (Train the Trainer), Almjed institute, Abed Khatim Street, Khartoum, Sudan May2015

Skills:

- M.S Windows.
- Able to learn and get experience and have full mind creativity.
- Excellent oral and written communication skills.
- Ability to manage work priorities efficiently.
- Ability to work effectively and harmoniously with colleagues.
- Presentation Skills excellent in performance and producing.
- Excellent analytic skills.
- Excellent report skills.
- Able to work under pressure.

Projects:

Renting Cars Online using Visual studio 2010 & SQL Server (Graduation Project)

The main idea of the project that a car rental website including database; makes rent cars more easily for customers not just Airports arrivers or Hotels; for who live at Khartoum, that is mean anyone who have license.

A part of publishing The Loyalty Debit Card (MA'AK) - Up to Date.

RESPONSIBILITIES:

- Was responsible about the advertising for the card services.
- Make interviews.
- Contacted with famous and popular people, for Ads.
- Coordinator of advertising travel trip.
- Suggesting creative ideas.
- Configure the terminals(POS).
- Organizing the Activations and setup materials.
- Responsible of the Cards distribution.
- Handling the bulk-sms admin panel.
- Answering the call center.
- Handling the social media platforms.
- Responsible of MA'AK admin Panel.

A part of publishing Trolley Application - up to date

- Responsible of Trolley's admin Panel.
- Technical coordinator with developers.
- Participate on the developing.
- Handling the social media platforms.
- Handling the bulk-sms admin panel.
- Handling the domain control panel
- Share a report to the suppliers.
- Answering the call center.

References:

- **Ahmed Taj Alsir - the CEO of Osool Internatinal Co. Ltd**, Contact: +249123333333
- **Omaya Izaldein - The Owner of INZO TAC (Trade & Construction)** Contact: +24912334319
- **Ahmed Saleem Alzien - Information Security Specialist** (in past)- Zain Sudan Contact: +971922902631
- **Prof Mohammed Alshiekh Omer - professor of the Civil Law -** Alneilein University Contact: +249912380107
- **Dr. Amani - the previous dean Assistant of Low Faculty** (in past) - Alneilein University Contact: +249912203811