



● Personal Details

Name: Abuzer Saleem Musa Saleem

Nationality: Sudanese.

Birth of date: 22/11/1995

Place of birth: El Fashir

Religious: Islam

Marital Status: Single

Language: good command in English, Arabic mother tongue

Home city: Khartoum

● Contact

Street Address:
AlAzhari, SQ (23), Plot No
(337)

Phone No:
+249(0)116699931

Email
Abuzersaleem95@gmail.com

● EDUCATION

OCT.2013 – AUG. 2018

BSC / NATIONAL RIBAT
UNIVERSITY

Disaster Studies,
Department of
Organization
management.
Khartoum, 2013 to
2018.

2010 - 2013

SECONDARY SCHOOL /
KIPS-MARAFI

1999 - 2002

KINDER / AL-HILAL NYALA.



EXPERIENCE

JUL. 2017 – OCTOBER. 2017

ADMINISTRATIVE ASSISTANT / BRAVO COMPANY. LTD

Duties :

- Handling the time schedule for the team.
- writing reports about the work is going.

FEB. 2017 – MARCH. 2017

ADMINISTRATIVE & PROCUREMENT ASSISTANT / ELGROOP FOR CONTRACTING & TRADING ENTERPRISES(ECTE)

DUTIES:

- 1- Assist in management activities, on the project of building vocation training Holes for disable Centers.
- 2- Planning for procurement with the main officer.
- 3- Handling the procurement list with the civil engineer of the project.
- 4- Coordinating with partners for technical needs and any agreement of project implementation.

● Additional Educations & Workshops

- Report and proposal writing course - happy dawn for computer and languages. Mar-2019.
- I attended Project Management Professional (PMP) exam preparation course on - Seventh Vision Center for Training- American Board for Management and Human Resources. Mar-2019.
- Computer Literacy Course – Almujtahid Computer Center. Dec-2018.
- English Language Course – National Federation of UNESCO Clubs (Kass City-Nyala). Nov-2018.
- Assist in Assessing disaster avoidance among refugee's camp among indigence residence. (Sharifi Camp – Kassala).

● Computer Skills

- Typing : 100-150 word per minute.
- well-Known of using adobe Photoshop cc6.
- Microsoft office (**W**ord-**P**ower**P**oint-**E**xcel)



● Speaking & Writing

Arabic :

- Speaking ✓✓✓✓✓
- Writing ✓✓✓✓✓

English:

- Speaking ✓✓✓✓✓
- Writing ✓✓✓✓✓

