

ARWA MOHAMMED OSMAN

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📍 Khartoum - El Taif

SKILLS

Fast Learner

Time Management

Working Under Pressure

Team Player

Problem Solver

PERSONAL DETAILS

Date of Birth : 04/05/1994

Marital Status : Single

Nationality : Sudanese

LANGUAGE

Arabic

English (Fluent)

OBJECTIVE

To work in an environment which encourages me to succeed and grow professionally where I can utilize my skills and knowledge appropriately.

EDUCATION

University of Khartoum

DECEMBER 2015

Bachelor of Economics and Social Studies

CERTIFICATES

- ICDL (International Computer Driving License)

Microsoft Office (Excel-Word-PowerPoint..)

Beacon Training Center

2016

- Time Management

Delight Training Center

2021

EXPERIENCE

CTC Group (Digitech Co.)

20/10/2020 - Until now

Executive Assistant

- To present various reports to the general manager.

- To keep and maintain records of documents.

- To coordinate & arrange meetings.

- To send communications/correspondence internal and external.

T-diamond Travel and Tourism Company

Administrative/Reservation

01/07/2018 - 31/05/2020

Officer

-Coordinating schedules, arranging meetings

Sending daily/monthly reports.

-Selling and promoting reservation services

Eco-Trade Company

12/01/2017 - 17/12/2017

Marketing officer

-Creating and developing new innovative ways to deliver the company's message to the customers.

Develop effective marketing and sales - campaigns.

Cambridge International Training Center

Administrative Officer

29/01/2016 - 25/12/2016

. Sending External Emails (students Affairs)

. Sending monthly Reports.

. Remain knowledgeable on courses offerers and assist customers needs and provide information on courses features.