CURRICULUM VITAE

PERSONAL DETAILS:

Name: MOTAMAN MOHAMMAD HASSAN BALA

Date of Birth: 25 Jan 1988

Nationality: Sudanese

Marital Status: Single

Sex: Male

Address: AL REMAILAH Sq (4): Khartoum-Sudan

E-mail: temena8@gmail.com

Tel: +2499 (15207301), **Tel: +249 (117696622)**.

FUNCTIONAL TITLE:

Information Systems.

EDUCATIONAL BACKGROUND:

I Studied at Bayan College for Science and Technology since (2006 – 2010) I have Good degree in IS.

LANGUAGES:

Good in English, Arabic (Arabic is a mother tongue).

WORK EXPERIENCE:

* **3 years & 4 months** Experience in affaire managerial in Sudanese Postal Services Co.Ltd (SUDAPOST) from: **01/09/2013 - 31/12/2016**.

* **Name of job** (**Supervisor at Management Department**).

* **2 years at Sudanese Telecom Company As Customer Services&support in two periods from: 01/02/2018 to 31/01/2019, from 10/02/2019 to 09/02/2020.**

* **7 Months At ALSHAGARA distribution Customer Services (Sales Point) Sudanes Telecom Company from:01/01/2021 to 31/07/2021.**

* **Now I Am Working at ASIM&ASIM Company ,distribution Customer Services (Sales Point) Sudanes Telecom Company from:01/08/2021 till now.**

* Excellent communication Skills with people(internal&external), good mentality, Administrator, follow up the process inside&outside, motivation, deal with systems, know principle of account; take more tasks, team work, innovate an individual solutions, creation and tolerate the pressure.

INTERESTS & OBJECTIVES:

Know more knowledge , Business Analysis/ Business Development job /Training, self-learning, thoughts development, anything concerned to Business Management Department,

Administrative support ,Planning&Strategies , Project Management.I am also able to know and strength and understand other job roles,get more challenge of myself .

Course and Certification:

I have diploma at Executive Secretary and Office Management from SUDACAD for Communications (26/03/2017 - 20/04/2017).

بسم الله الرحمن الرحيم

جمــــهوريــة الســــودان

The Republic of The Sudan

ليـة البيـان للعلوم والتكنولوجيـا

BAYAN COLLEGE OF SCIENCE & TECHNOLO

CERTIFICATE

Student No: 06-166481

This is to certify that the Academic Council of Bay

Science and Technology has conferred on

Motaman Mohammad Hassan Bala (Sudanes

the Degree of Bachelor in *Information Systen*

on the 3rd *of October* 2010, after having completed t

course of study and passed the final examination.

Rashida Abdalla Osman Elsamani
Registrar

Dr. Gafa

Professor Nureldin Ahmed El Musharaf
Secretary for Academic Affairs

3

Date of issue: May 31, 2015
Any Alterations or changes make this certificate invalid
The certificate is original when signed and stamped.

بسم الله الرحمن الرحيم

جمـــهوريــة الســـودان

The Republic of The Sudan

كليــة البيـان للعلوم والتكنولوجيـا

BAYAN COLLEGE OF SCIENCE & TECHNOLOGY

OFFICIAL TRANSCRIPT

Student No: 06-166481

This is to certify that *Motaman Mohammad Hassan Bala*, (Sudanese Nationality) was a Bachelor degree of *Information Systems, Bayan College of Science & Technology* between 2007 received his degree after attending the prescribed courses and passing all prescribed examinations.

The following is a list of subjects he covered and the standards achieved therein:

FIRST YEAR 2007– YGPA [2.48/4.00] CGPA[2.48/4.00]

Semester One SGPA [2.48/4.00]

Course Title |Credit Hours|	Grade
Islamic Studies I [1]	B
Arabic Language I [1]	A
English Language I [1]	C
Computer Fundamentals [2]	C
Computer Appreciation [1]	A
Principles of Management [3]	C
Discrete Mathematics [3]	D
Algebra and Geometry [3]	C
Economics [3]	D

Semester Two SGPA [2.48/4.00]

Course Title |Credit Hours|
Islamic Studies II [1]
Arabic Language II [1]
English Language II [1]
Structured Programming with Pascal I [3]
Calculus [3]
Fundamentals of Information systems [2]
Accounting I[3]
Managing people [3]
Computer Application for Business [2]

SECOND YEAR 2008– YGPA [2.53/4.00] CGPA [2.50/4.00]

Semester Three SGPA [2.61/4.00]

Course Title |Credit Hours|	Grade
Islamic Studies III [1]	D
Arabic Language III [1]	C
English Language III [1]	C
Structured Programming with Pascal II [2]	C
Statistics I [3]	C
Principles of Finance [3]	B
Accounting II [3]	C
Business Communication [1]	C
Internet Programming [2]	C

Semester Four SGPA [2.46/4.00]

Course Title |Credit Hours|
Programming Package I [3]
Data Structures and Algorithms [3]
Financial Information for Management I [3]
Operations Research I [3]
Statistics II [3]
Cognitive Psychology [3]
Principles of Marketing[3]

THIRD YEAR 2009 – YGPA [2.61/4.00] CGPA [2.54/4.00]

Semester Five SGPA [2.33/4.00]

Course Title |Credit Hours]	Grade
Financial Information for Management II [3]	C
File Organization & Processing Techniques [3]	C
Operations Research II [3]	D
Database Systems I [3]	C
Systems Analysis & Design [3]	D
Advanced Internet Programming [3]	F/D

Semester Six SGPA [2.85/4.00]

Course Title |Credit Hours|
Programming Package II [3]
Feasibility Study & Project Management [3]
Database Systems II [3]
Business Research Methodology [3]
Production & Operation Management [3]
Introduction to Computer Organization & Architecture [3]
Human Computer Interaction [3]

FOURTH YEAR 2010 – YGPA [2.87/4.00]

Semester Seven SGPA [2.93/4.00]

Course Title |Credit Hours|	Grade
Operating Systems [3]	A
Corporate & Business Law [3]	C
Software Engineering [3]	C
Management Information Systems [3]	B
Investment [3]	A
E- Commerce [3]	C

Semester Eight SGPA [2.81/4.00]

Course Title |Credit Hours|
Decision Support & Expert Systems [3]
Data Communication & Networks [3]
Organizational Behavior [3]
Web Application Development [3]
Senior Project [6]

Final CGPA	2.62/4.00
Grade	Good

Rashida Abdalla Osman Elsamani
Registrar

Professor Nureldin Ahmed El Musharaf
Secretary for Academic Affairs

Dr. Gafaar Bashir Mohammed
Dean

Date of issue: May 31, 2015

5

E-mail: Info@bayantel.edu – Tel. : 00249 183 742702 - 779842 - Fax : 00249 183 742700 - P.O.Box : 210

القيادة العامة لقوات الشعب المسلحة

الخدمة الوطنية

بسم الله الرحمن الرحيم

شهادة خلو طرف

Nº 021365

(غزة)

2013 م

٢٧٠١١٨٥٦٥ /٦/ ٢٠٢٣

تشهد إدارة الخدمة الوطنية بأن نمرة ، ٩٩٢٠٢٢٨٦ مجند / .... محمد حسين ....

خالي الطرف من هذه الإدارة إعتباراً من ، ٢٠٢٣/٥/٢٦ م وردت المذكور

لوفاء المدة / تطوعاً

وهذه شهادة منا بذلك ،،،

تاريخ التجنيد ، ٢٠٢٠/٥/١٧ م

المستوى التعليمي ، جامعي   المهنة أثناء الخدمة ، عامل

الرقم الثلاثي ، ٩٨٨

العنوان ،   لواء ركن /

توقيع ،   أحمد عبد القيوم عثمان إدريس

                                 مدير إدارة الخدمة الوطنية

يعتمد

مدير إدارة الخدمة الوطنية

جمهورية السودان
وزارة الدفاع
رئاسة الأركان المشتركة
إدارة الخدمة الوطنية

بطاقة أداء الخدمة

الشمرة العسكرية	993033861
الاســـــم	مؤتمن محمد حسن بلة
منطقة التجنيد	الخرطوم
تاريخ التجنيد	17/05/2012
رقم البطاقة	05023972
تاريخ إنتهاء الخدمة	26/05/2013

التوقيع

مدير إدارة الخدمة الوطنية

Diploma

This is to certify that

MOTAMAN MOHAMMAD HASSAN B

has been awarded a Diploma in

Executive Secretary & Office Manager

after he/she had completed a course of

from ___ **26/03/2017** ___ to ___ **20/04**

and successfully passed the final exami

grade ___ **V.Good**

Date of Issue ___ 20/04/2017

Training Manager   Mustafa Agab Seido
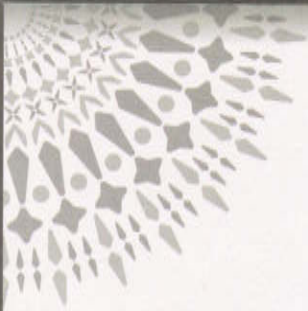
10

الموارد البشرية والشئون الادارية

2018/9/25 م

شــــــهـــــادة خـــبـــــرة

تشهد إدارة الشركة السودانية للخدمات البريدية المحدودة بان السيد/مؤتمن محمّد حسن بله كان يعمل بالشركة من تاريخ 2013/9/1 م وحتى تاريخ استقالته في 2017/1/1 م خلال تلك الفتره عمل بادارة الموارد البشرية والشئون الادارية /قسم الخدمات العامة أخروظيفه كان يشغلها وظيفة / مشرف إداري

خلال تلك الفترة كان حسن السير والسلوك وممتاز في اداء واجباته وينفذ كل ما يوكل اليه من مهام ومتعاون مع الجميع ومحترم بين رؤسائه ومرؤسيه

حررت له هذه الشهادة بناءً على طلبه

مدير إدارة الموارد البشرية والشئون الادارية

11

Certificate of Training

Sudatel Telecom Company hereby Certifies that Mr.\Ms. :

Motaman Mohammed Hassan Balla

Has completed one year training program in the Call Center
from *1-2-2018* to *31-1-2019*

He\ She has shown a number of strengths to offer in problem solving
and handling enquiries. Moreover, gained skills and experience in
customer care.

During his \her tenure, we found him \ her honest, reliable,
committed and cooperative, his \ her services were found
outstanding.

We wish him all the best in his future endeavor.

HR

Call Center

Certificate of Training

Sudatel Telecom Company hereby Certifies that Mr.\Ms. :

Motaman Mohammad Hassan Bala

Has completed one year training program in the Call Center
from...10-2-2019 to ...9-2-2020...

He\ She has shown a number of strengths to offer in problem solving
and handling enquiries. Moreover, gained skills and experience in
customer care.

During his \her tenure, we found him \ her honest, reliable,
committed and cooperative, his \ her services were found
outstanding.

We wish him all the best in his future endeavor.

HR

Call Center

31/07/2021

Experience Certification

This letter is to certify Motaman Mohammad Hassan Bala has worked at customer services (Sales point) alshagara distribution at Sudanese Telecom Company from 01/01/2021 to 31/07/2021.

Salma esameldin

Franchising alshagara