
HussamAldienAboAlgasim

Omdurman,
Phone:+249997344568

Address: Khartoum, Sudan

Email: alamin2015hussam@gmail.com

IN BRIEF

- A competent and experienced administrator and management associate with exposure to customer service, inventory control, and archiving.
- Good computer and administrative skills coupled with the ability to handle clients proficiently and performs well under pressure.
- Excellent teamwork skills and organizational abilities, dependable and very ambitious and fast learner.

EDUCATION

B.Sc., Management Information Systems, Sep 2010, **Nile Valley University Diploma**, English Language, 2011, **International Institute Diploma** Computer Programming & Maintenance, 2011, **VIVARS Engineering**

COMPUTER SKILLS

- Excellent Practical knowledge of MS office package.
- Good knowledge of software and applications including Adobe Photoshop, Adobe InDesign

EMPLOYMENT

Administration Officer

PETRA for Ready Mixed Concrete –Jan 2019 – Dec 2019

- Using a range of office software, including email, spreadsheets and databases and managing filing systems.
- Developing and implementing new administrative systems, such as record management.
- Develop and maintain a proper filing and archiving system as well as an inventory database
- Respond to employees inquiries and resolve any administration-related problems they face.
- General administration of office facilities and installation activities

Inventory and transportation Dept. in charge

Middle East Technical Services EST (METS) Saudi Arabia-Riyadh

April 2017– Jun 2018

- Runs a distribution facility, and deals with shipping companies and freight brokers to ensure that distribution operations run smoothly new stock as it comes.
- Coordinating the storage, transportation and delivery of goods.
- Ensure that the right products are delivered to the right location on time and at a good cost

Public Relation Officer (PRO) in charge

Middle East Technical Services EST (METS) Saudi Arabia-Riyadh Jun 2013

– April 2017

- Working closely with teams members to implement policies and procedure.
- The Company at locations such as the Police Station, Airport, Hotels, Embassies, Ministries/Municipalities & other significant Departments & in accordance with services such as mobile & landline phone services (connections/disconnections/repairs), mail, and electricity.
- Follow up the validity of company certificates and license.
- Buildings rent contract matters as per company need.
- Arrange medical tests, passports, memos, promotional draws and fine resolution.

Shift Supervisor plastic Dept.

Amipharma Laboratories – Sudan Sep 2009 – Oct 2012

- Record the daily production data
- Record the malfunctions, stops and actual operating time.
- Receive the production and deliver the complete product to stores.

PERSONAL INFORMATION

- Birth date: June 29, 1985
- Nationality: Sudanese
- Languages: English, Arabic
- Marital Status: Married

LANGUAGES

- I am a Native Arabic Speaker.
- I speak, read and write English very good.

05/07/2018

EXPERIENCE CERTIFICATE

This is to certify that Mr. **HOSSAMUDDIN ABO ALQASIM ALI**, Sudanese national, holding passport No 3057085, worked with **Administration & logistic department as Public relations & transportation ,inventory in charge** since 29/06/2013 till 29/06/2018.

During this period we found him honest, we wish him all success in his future career

This certificate has been issued to him upon his request for what so ever purpose it may serve him without any responsibility on Middle East Technical Solutions Est.

ABDUL MOHSEN AL ENAZI

Administration Manager





06_236073

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

جمهورية السودان
Republic of Sudan

جامعة وادي النيل

Nile Valley University
كلية التجارة وإدارة الأعمال



0026680

شهادة

نشهد هنا نحن الموقعين أدناه أن مجلس الأساتذة قد منح

حسام الدين أبو القاسم الأمين علي سعد الله (سوداني الجنسية)

درجة : بكالوريوس التجارة وإدارة الأعمال

التخصص : نظم المعلومات الإدارية



تاريخ التخرج : السابع والعشرون من سبتمبر للعام ألفين وعشرة

علي

د. عبد الإله موسى علي

عميد الشؤون العلمية

أ. يوسف عوض الكريم أبو الحسن

د. قريش الله عبد المجيد عبد القادر

جمهورية السودان

تصدق وزارة الخارجية

بمصلحة النقيب أحمد العجاني

سنة الغتم القلم الخلف

عبد الله ساتي محمد



أي كشط أو تعديل يلغي هذه الشهادة

عبد الله ساتي محمد
Abdalla Satti Mohammad

Embassy of the
United Arab Emirates
KHARTOUM
Consular Section



سفارة دولة
الإمارات العربية المتحدة
الخرطوم
القنصلية

No. : 1-199 الرقم

Date : 30 NOV 2011 التاريخ

نصافق على صحة ختم وتوقيع مباركة 131
Certify the Stamp & Sign. Of مباركة
هذه السفارة غير مسؤولة تجاه المراسل
This Embassy is not responsible for the contents of the documents



جمهورية السودان
The Republic of The Sudan



فايفيرس الهندسية

VIVARS ENGINEERING

Omdurman, Elshohada - Tel. : 0917907721 - E.Mali: vivars@LVX.com



الرقم القيد: ٣٤٥١٩



326895500710

٦٤٤٥ : لمبلا

Diploma

This is to certify that:

Hussam Aldien Aboalgasim Alamin Ali

Has Successfully Completed The Following
Electronics & Computer maintenance Courses .

معدل الاكترونيات - التشخيص - القياسات - معالجة الاعطال - تنصيب البرامج - اعداد الشبكات
Int. Hardware - Diagnostic - Measurement - Troubleshooting - Programs Insulation - Net Work Setting

وذلك في الفترة من ١١/٤/٢٠١١م الى ٦/٦/٢٠١١م
Duration from: 06/04/2011 to: 06/07/2011.

Overall Grade : **V.Good**

بتقدير: **جيد جدا**

بهذا تشهد إدارة المركز بان:
حسام الدين ابو القاسم الامين على

قد خال دبلوم الاكترونيات صيانة حواسيب بعد
ان اجتاز الامتحانات النظرية والعملية بنجاح

مهندس/ عصام الدين جعفر الامين
Eng. Isam Eldin G. Elamin
General Director



عبدالله

مدير المركز



جمهورية السودان

تصدق وزارة الخارجية



بسمه التوقيع: أحمد محمد حيدر
وصحة العظم: محمد الجباري
التوقيع: محمد الجباري
التاريخ: ١٤٤١

جمهورية السودان
Absolute 100% Cotton



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