

## NUHA MOHAMED ELHASSAN ELSAFI

### PERSONAL INFORMATIONS

**Name:** Nuha Mohamed-Elhassan Elsafi Osman  
**Gender:** female  
**Age:** 24 years  
**Birth place:** Jeddah-KSA  
**Phone:** +249907038129  
**E-mail:** [nuha.elsafi.ne@gmail.com](mailto:nuha.elsafi.ne@gmail.com)  
**Home:** Khartoum, Mamoura,30 street, block no. 81

### LANGUAGES

**Arabic:** Mother Language  
**English:** Good Reading, writing and speaking

### SKILLS

-Experience in working with all Microsoft office programs (Word, Excel, PowerPoint, etc.).  
-Experience working with ERP system.  
-Good communicating skills and teamwork.

### HOBBIES

-Reading Books and Novels  
-Swimming  
-long walks

## EDUCATION & COURSES

### UNIVERSITY

- Bachelor of Business Administration, Sudan University of Science and Technology SUST college of Business Studies (2013-2017)

### HIGH SCHOOL

- Halawiat Saad Secondary school (2010-2013)

## COURSES

- **Training course in soft skills (Effective Presentation Techniques, Body language, Team Management, Art of life, Art of Dealing with the public, Time management, Professional ethics,**
- **Decision making and Problem Solving, Jan 2019**
- **Training course of First Aid in Community, Oct 2018**
- **Course in English speaking skills 3 at New Horizon center, Jul 2018**
- **Training course in personal skills, Feb 2018**
- **Training course in the art of managing economic and social project, Jan 2015**
- **Training course in skills of family communication, July 2012**

## TRAINING & EXPERIENCE

### TRAINING

- **Intern training at ZAIN Sudanese Mobile telephone Co. Ltd Finance department, Nov 2016**

### EXPERIENCE

- **Currently working as accountant in the Finance Department for SALIM WAZARAN BASHARY FOOD CO.LTD. (SAWABASH Foods). (8 Aug 2020):**
  - Control expenses by receiving payments, purchase orders, and invoices (verifying, processing and reconciling). Day-to-day management of all overhead payment cycle activities.
- **worked as purchase officer at Abu Alfadil United Co. In purchasing and Logistics Department. (Oct 2019 – Jan 2020)**
- **Worked at Consulat for Information Services Co. (2017-2018):**
  - Performed quality control call backs.
  - Conducted Computer Assisted Telephonic Interview (CATI).
  - Transcription of audio records for focus group discussion.
  - Data entry.
  - Translation.
- **Presenter in an exhibition at the educational week, SUST, Aug (2016)**

## REFERENCES

- **Dr. Abdulsalam Adam – Head of Business and Administration**  
**Department at Sudan University of science and technology**  
**(SUST), Tel: 0912422384**
- **Lubna Osman – Marketing Research – MARIN, Tel.091256445, E-mail.Lubna.osman@marin.sd.com**