

# Ahmed Mohamed Osman



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Almamoura, Block 90

## SUMMARY

*Extremely motivated to constantly develop my skills and grow professionally. A graduate of ADA University in 2019 with a Bachelors Degree in International Studies.*

## EXPERIENCE

2022 FEB - PRESENT

PROJECT FACILITATOR

- Structured , translated and proofread documents for conducting a survey in Schools in South Kordufan from English to Arabic.
- Received TOT training on data collection.
- Trained a total of 30 enumerators on how to fill 5 different surveys in South Kordufan.
- Assisted the project manager on logistical support and money management.
- Translated & interpreted the managers presentation of the project to the Ministry of Education in South Kordufan from English to Arabic.

ILC Africa  
Khartoum & South  
Kordufan, Sudan

2021 JAN - PRESENT

COMMUNICATION OFFICER

- Provided reports to supervisor regarding funding opportunities and partnerships.
- Analyzed funding opportunities and examine if the opportunity align with the organization.
- Assist in fundraising by keeping update about grants and funding opportunities.

The Unified Project INC.  
Khartoum, Sudan

DEC 2021 - MARCH 2022

BUSINESS ACCOUNT ASSOCIATE

- Report to the manager about meetings, new costumers, item pricing and status quo on customers.
- Draft invoices and sales quotations for new customers and kept track of them.
- Was in charge of coordinating SAP program (Sales Module) and Zoho Invoices which keeps tracks of customers monthly invoices, new orders, deliveries, sales order, sales quotations and payments.
- Provided weekly reports to manager about new clients, possible partnerships, current status and all sales weekly activities.

Vision Valley  
Khartoum, Sudan

JUNE 2021 - NOV 2021

SUPERVISOR

- Conducted computer assisted telephone interviews in a through surveyCTO.
- Oversaw computer assisted telephone interviews interviews to ensure adherence.
- Provided information management and logistical support
- Conducted audio back-checks to ensure the veracity of responses inputted by interviewers.
- Received training on data collection and Survey CTO program interview.

ILC Africa  
Khartoum, Sudan

2021 JAN - PRESENT

VOLUNTEER

- Provide small businesses to families in need to help them become a producing family instead of a consumer only family and for the family to have a stable income
- Keep track of the family's business to ensure that they are having a stable income

Nabd Alkhair  
Khartoum, Sudan

## JUNE 2018 - JULY 2018      INTERNSHIP

Ministry of Foreign Affairs  
Khartoum, Sudan

- Attended conferences in the department of international organizations
- Accessed the files regarding the country's partnership with international organizations
- Taught how to write reports and diplomatic communications occur between different political entities

## JULY 2017 - AUG 2017      INTERNSHIP

AIESEC Organization  
Lublin, Poland

- Held workshops to people with different age groups
- Held presentations about Sudan's cultures, religions, costumes etc.
- Held workshops for over 20 orphans in rural areas about globalization.

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## PROFESSIONAL COURSES & WORKSHOPS

AUGUST 2021  
KHARTOUM, SUDAN

Certificate in Administrative Skills  
British Accredited foundation

FEBRUARY 2022  
KHARTOUM, SUDAN

Foundation In Digital Marketing workshop.  
WeHub Sudan

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## EDUCATION

2015 - 2021  
BAKU, AZERBAIJAN

ADA UNIVERSITY  
Bachelor of Arts, International Affairs

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## SKILLS & ACHIEVEMENTS

- Volunteer of the year at Nabd Alkhair out 20 Volunteers
  - Microsoft Office Suite
  - Internet research
  - Languages - Arabic (Native) and English (Fluent)
  - Canva
  - SAP (Beginner)
  - Zoho Invoice
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