

HALIMA IBRAHIM MOHAMED

Contact Address

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Personal Information

Adresse : Khartoum / Alsalamah
Date of birth : 30/5/1992
Religion : Muslim
Gender : Female
Marital status : Single

Career Objective

To be part of company or organization that indulges professional growth which provides challenging and rewarding career while allowing me to utilize my knowledge and skills

Experience

December 2017 to Now] [Admin Assistant] at [Baltic Cargo Control]

- Typing, filing, , keeping records , scanning printing files
- Maintain contact lists
- Assist in the preparation of regularly scheduled reports
- Develop and maintain a filing system
- Provide information by answering questions and requests answering phones, taking memos and maintaining files

[August 2017 to December 2017] [HR assestant] at [AHBA Air handling Co.]

- Answering employee questions
- Creating and distributing documents
- Preparing new employee files
- Maintaining computer system by updating and entering data
- Posting job ads and organizing resumes and job applications
- Serving as a point person for all new employee questions

**[August 2015 to August 2016] [English language teacher]
[Alshowak secondary school]**

- planning, preparing and delivering lessons
- preparing teaching materials
- helping pupils improve their listening, speaking, reading and writing skills via individual and group sessions
- checking and assessing pupils' work
- organising and running specialist courses
- attending social events

Education

[2011 to 2014] [Faculty of Arts] [University Of Khartoum]

- Bachelor of arts_in French language and linguistics

[12/2/2017 to 23/3/2017] [faculty of mathematical sciences] [University Of Khartoum]

- Training course in ICDL at faculty of mathematical sciences

Skills

Communication
Work Under Pressure
Decision Making
Time Management
Self-motivation
Conflict Resolution
Leadership
Adaptability
Teamwork

Creativity

Languages

Arabic (mother tongue)
English (very good in writing and reading)
French (very good writing & speaking)

References

Abdelhay Ibrahim
Lawyer / Sogatra Company
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Tel: 0123644993