


# Curriculum Vitae (C.V)

Eman Seif Alden Osman Mohammed

28/2/1995

 00249913550025

 emanfadlabi@gmail.com



## Objective:

Seeking a Challenging - unsystematic job with high skills and competences that guarantees performance, knowledge and experience development.

## Work Experience:

- Office Assistant at SAMASU Medical & Educational Services (October 2020 – Up to date).
  - Scope of Responsibilities: Internal purchase (Admin), top Managers Assisting, Reports Preparation, e-mails and phone call management, letters writing, documenting and archiving them.
- Office Coordinator at PC-POS Technology Company (February – September 2020).
- Executive Office Manager at Think Tank ICT Company (October 2018 – January 2020).
  - Scope of Responsibilities: Secretary/ Assistant, HR & Administrative issues.
- English Language teacher at an English language Institute in China for kids and adults (2018).
- Chinese Language teaching assistant experience in Confucius institute for level one (January 2017 – March 2017).
- Secretary in Zoomcrete for Ready Mixed Concrete Company (June 2017 – August 2017).

## Education:

February – October 2019.

**Postgraduate Diploma of Business Administration at National University.**

Higher Studies. cGPA: 3.44

2011-2016

**BA honors of Arts of Languages (English & Chinese) from University of Khartoum. Date of Award: February 2017**

University

## **Training and Qualifications Courses:**

- (1) Chinese Course at College of International Education, Sichuan Normal University – China, September, 2017 - June 2018
- (2) English Language Course at ADC (American Discussion Club), 1 March - 2017 to 30 May - 2017
- (3) Chinese Translation Training at Huaxia Chinese Hospital, 15 August - 30 September 2016
- (4) English Language Discussion Course at EDC (English Discussion Center), 15 August - 30 October 2016
- (5) English Translation Course at SUNA (Sudan News Agency), 22 February - 13 March 2016

## **Capabilities and Skills:**

Computer Skills (Microsoft office).  
Fast learner, Eager to learn and trainable, Creative, Hard worker, Ambitious and flexible.  
Good communication skills, leadership skills, organizational skills, & interpersonal skills.

## **Further Information:**

Current country: Sudan

ID: Passport P03805016

Religion: Islam

Marital State: Single

Address: Street 63, Al-Nasr Complex,  
Khartoum, Sudan

Languages:

Arabic ●●●●●

English ●●●●

Chinese ●●●●

Turkish ●

**I have a driving license and a Car.**

## **Reference:**

Seif Aldin Osman Mohammed Mustafa – GM of Zoomcrete Company –  
00249912398548

Dr. Ali Musa –Business Administration Doctoral holder – Higher Studies  
lecturer at the National University – 00249912231652



University Number  
16743611

بسم الله الرحمن الرحيم  
The Republic of The Sudan  
**University of Khartoum**  
Academic Affairs Secretariat



KU 0010222

**CERTIFICATE**

**Emrah Seif Aldin Osman Mohamed**

Sudanese National

This is to certify that the above named has passed the final examination in the Faculty of Arts and has been awarded the degree of Bachelor of Arts (Honours) (Full time) English Language (Major) Chinese Language (Minor) with (Second Class - Division II)

on 26th of Rabia I 1438

26th of December 2016

by the Senate of the University of Khartoum

  
Dr. Mohamed Omer Mahmoud


Dean



  
Zaher Osman Malik

Registrar



  
Prof. Abdelbagi Dafalla Ahmed  
Academic Affairs Secretary

Date: 13-02-2017

Nile Ave., Khartoum - Tel: 00249-155661068 - Email: academic@uofk.edu - Website: <http://www.uofk.edu>

جمهورية السودان  
وزارة الداخلية  
الإدارة العامة للمرور

رخصة قيادة

رقم الرخصة	ملكي
رقم	M01K1262926
الاسم	ایمان سیف الدین عثمان محمد
الجنسية	سودانی
التصنيف	طالب
الرقم القومي	0913550025
مركز الامتحان	مجمع النور السكيات الخرطوم
الدرجة	A+
تاريخ الامتحان	2019/07/13
تاريخ الترخيص	2024/07/13
تاريخ الترخيص	2019/07/13



بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ  
جمهورية السودان  
The Republic of Sudan  
الجامعة الوطنية  
National University



Faculty of Graduate Studies and Scientific Research

## Certificate

This is to certify that

**EMAN SEIFALDEN OSMAN MOHAMMED**

University No: 533751966  
Nationality: SUDANESE

*Having completed the course of study  
approved by the Scientific Council of the  
National University, and passed the  
prescribed examinations, has this day been  
awarded the degree of:*

**POSTGRADUATE DIPLOMA: BUSINESS ADMINISTRATION)**

22 JANUARY 2020

  
Hatim Etofai Burhan  
Registrar



  
Prof. Mohamed Mohd. Ahmed Elnur  
Dean

  
Prof. Abdelgadir M. Ahmed  
Academic Affairs Secretary



Date of issue: 12/9/2020



بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ  
 جمهورية السودان  
 The Republic of Sudan  
 الجامعة الوطنية  
 National University



Faculty of Graduate Studies and Scientific Research

Transcript

Name: Eman Seifalden Osman Mohammed

Nationality: Sudanese

University ID: 533751966

Degree obtained: Postgraduate Diploma: Business Administration

Language of instruction: English

Date of award: 22.1.2020


Semesters	Courses	Credit Hours	Grades
First	ACC-511 Financial Accounting	3	B
	ECO-512 Foundations of Economics	3	B
	MGT-513 Essentials of Management	3	B+
	STA-514 Business Statistics	3	A
GPA= 3.37			

Second	ACC-521 Cost and Management Accounting	3	B+
	MG-522 Organization Behavior	3	A
	FIN-523 Financial Management	3	C
	MKT-524 Marketing Management	3	A
GPA= 3.50			
		eGPA= 3.44	

Scores Key: A\* (≥ 85) A (80- 84) B\* (70- 79) B (65-69) C (60-64) F (<60)

  
 Hatim Elrofai Burhan  
 Registrar

  
 Prof. Abdelgadir M. Ahmed  
 Academic Affairs Secretary

  
 Prof. Mohamed Mohd. Ahmed Elmur  
 Dean



Date of Issue: 12/9/2020