

Waleed Mutasim Mohamed Osman



Personal Information:

Birth Date: 18Sept1985
Gender: Male
Nationality: Sudanese
Name in Arabic: وليد معتصم محمد عثمان الأمين
Marital Status: Single
Number of Dependents: 2
Driving License Issued: Sudan

Contact:

Location: Khartoum, Sudan
(Mobile& whatsapp) Phone: +249912164797
Email Address: thismein@hotmail.com

Career Objective:

Seeking a suitable placement in a professional organization with an opportunity to achieve a challenging and demanding professional career where I can fulfill and enhance my skills to achieve a successful evolving results.

Employment Type: Full Time Employee

Experience (10Years, 7Months)

1. Executive Director, November 2020 to present

Master Key Multi activities CO.Ltd
Location: Khartoum, Sudan
Company Industry: Private Sector

2. Information Center Staff , September 2020 to present

The Higher Council for Environmental and Rural Development

Location: Khartoum, Sudan
Company Industry: Government Sector

3. Executive Office Manger, (September 2018 September 2020)

Ministry of Strategic Affairs and Information

Location: Khartoum, Sudan

Company Industry: Government Sector

4. Administrative Manger (March 2017 – August 2018)

Ministry of Strategic Affairs and Information

Location: Khartoum, Sudan

Company Industry: Government Sector

**5. Follow-up and Coordination Director - Executive Office
(February 2015 - March 2017)**

The higher Council for Strategy Location: Khartoum, Sudan

Company Industry: Government Sector

**6. Secretary-General Office Manger, (April 2014 - February
2015)**

The higher council for strategic planning

Location: Khartoum, Sudan

Company Industry: Government Sector

7. Executive Secretary (July 2013 - March 2014)

Al_ Rawabi Development Co. Ltd. - Engineering Sector

Location: Khartoum, Sudan

Company Industry: Other

**8. Secretary-General Office Manger (November 2011 - August
2013)**

The Higher Council for Strategic Planning Location: Khartoum, Sudan

Company Industry: Government Sector

9. Liaison Officer Operations Section (October 2010 - June 2011)

Southern Sudan Referendum Commission

Location: Khartoum, Sudan

Company Industry: Government Sector

10. Operation Staff_ Operations Section (October 2009 - June 2010)

National Election Commission

Location: Khartoum, Sudan

Company Industry: Government Sector

Education:

1. Master's degree, strategic planning

Omdurman Islamic University - Institute of Research and Strategic Studies

Location: Khartoum, Sudan

Completion Date: April 2017

2. Professional Course (diploma), non - Governmental Organizations management

University of Medical Sciences and Technology

Location: Khartoum, Sudan

January 2010

3. Bachelor's degree, Information Technology

National Ribat University

Location: Khartoum, Sudan

Third Class Honors degree, January 2007

Skills:

Team working, Work under pressure for long hours, flexibility with new Decisions , dealing with problems in effective ways, working with different team backgrounds.

Languages:

1. Arabic

Level: (Native) | **Experience:** More than 10 years

2. English

Level: (Intermediate) | **Experience:** More than 10 years

Training and Certifications

1. ASP.net

Training place: Malaysia (Kuala Lumpur)

Training Institute: Ministry of Human Resource and Labor in cooperation with International Scientific Center

Date Attended: 16 to 22 May 2017

2. Strategic planning

Training place: Turkey (Cankiri)

Training Institute: Cankiri Karatekin University, Life –Long Learning , Application and Research center

Date Attended: 15 to 18th Sept 2015

3. Communication skills and excellence in the preparation and writing Reports.

Training Institute: AL-Moheet Center for Training & Consultancy

Date Attended: 3rd to 4th April 2013

4. Governance and time management

Training Institute: Management Development Center

Date Attended: 10th to 14th FEB 2013

5. Mental Map and Fast Reading

Training Institute: Global Center for training and consultations

Date Attended: 11th to 18th Oct 2012

6. Diploma in Neuro Linguistic Programming

Training Institute: Global Center for training and consultations

Date Attended: 22nd to 25th Sept 2012

7. Executive Secretary and Modern Office Management

Training Institute: ALMoheet Center for Training & Consultancy

Date Attended: 6th May to 10th May 2012

8. Preparation of Notes and writing reports

Training Institute: Management Development Center

Date Attended: 25th June to 1st July 2012

9. The foundations of public Administration.

Training Institute: Management Development Center

Date Attended: 23rd to 27th March 2013

10.Strategic planning (Training)

Training Institute: Transfer of Knowledge through expatriate nationals (TOKTEN) UNDP, SUDAN

Date Attended: 17th to 18th July 2012

11.Computer Assembly and maintenance and network (practical)

Training Institute: Sudatek Company – Sudan (Khartoum

Date Attended: June to July 2006

References: Available upon Request