

HUDA ELGAALI OSMAN ABALDMAJED



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Profile:

Name: HUDA ELGAALI OSMAN ABD ALMAJED

Date of birth: 02-Oct-1987

Nationality: Sudanese

Status : Single

Home Address: WD Nobawi Block 3/1 No1116
Omdurman, Khartoum -Sudan

Education:

Ahfad University for Women

Aug 2015- to April 2017 Master of Business

Administration Specialization in Marketing Management.

April -2009 Bachelor's honor Degree in Business Administration.

Objective:

- Marketing Assistants, supporting and cooperating to raise company profile by maximizing its income. They contribute creatively to continued growth and development.
 - The Marketing Assistant is involved in all possible aspects of marketing, often supporting the public relations, PR, and press function as well as various digital media.
 - Seeking an Administrative position with another unit that will allow me to fully utilize my communication, organizational, and problem solving skills.
 - Seeking a place where can I apply excellent organizational skills and extensive office management.
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Experience:

- **April 2017 to now** working in Ahfad University for Women in the Academic Affairs (Project of The American University Beirut (AUB), and the Marketing for Postgraduate Studies in the School of Graduate Studies (SGS), Executive administrative.
- **Feb 2015– to April 2017** working in Ahfad University for Women in school of Languages ,Assistant Coordinator of Postgraduate Studies Office , in Administrative Assistant.
- **Oct 2013 – to Jan 2015** Working in Alamjad steel factory , Executive secretary..

Training & Courses:

- **Mar 2017- April 2017** Training period in E-Marketing Company in the Digital Marketing.
- **Mar 2011 – Feb 2012** Training period in Sudanese telecommunication company (Zain) in agent in call center (customer services).
- **Apr 2010 – Jul 2010** Training period in Mustafa Salim training center in accounting.
- **Mar 2009 – Sep 2009** Training period in Sudan vision newspaper.
- **Jun 2006 – Jul 2006** Training period in Omdurman National Bank.
- **Jun 2005 –Jul 2005** Diploma in computer Norton Computer Sciences and services Center science.

Skills:

- Market Research, Online and Digital Marketing, Social Media.
- Customer Relationship Management.
- Customer Services.
- Project Management.
- IT Skills: Knowledge of Microsoft Programs (Word, Excel, PowerPoint, Access, etc...), familiar with PCs and Internet, etc....

- Good Communications .
- Business Development.
- Very social Skills and excellent Team member and builder (am a Member of some Social Organization in Sudan.)

Languages:

- Arabic Language First Language (Mother Tongue).
- English Language Second Language.

Others and Work Shops:

- Workshop in Media.
- Complete the National services.

References:

Dr. Amna M. Bedri , Dean/ School of Languages, Ahfad University for Women

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Dr. Yasir Abbas Saeed , School of Management ,Ahfad University for Women

Phone: 0912205220

Email: yassirabbas69@outlook.com .

Mrs.: Basher Issa , Purchas Manager in Alamjad Steel Factory .

Phone: 0912358584.

Email: basher_h@hotmail.com .

Mrs. Amin Mostafa, Legal Department Manager, Sudanese telecommunication company (Zain)

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