

# Mahmoud Awad Allah Mahmoud Al Amin

Administrative Officer

A highly motivated, confident individual with exceptional multitasking and organisational skills.

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📞 +249912490667

📍 Khartoum, Sudan

📅 15 October, 1993

## WORK EXPERIENCE

### Administrative Officer Franco Pinto

03/2020 – Present

Khartoum - Sudan

*Achievements/Tasks*

- Carrying out general administrative duties such as: Ordering office supplies, sending e-mails, maintaining company's database records.
- Processing the company monthly bills: Electricity, Water and telephone bills.
- Purchasing the monthly staff refreshments and cleaning supplies.
- Hiring casual labors for general maintenance such as: AC repairing, painting, etc....
- Assisting the HR Department with the tasks related to their department.
- Responsible for the company's vehicles in terms of: maintenance, license and insurance renewal.
- Coordinating with my line manager for governmental tasks such as paying taxes, zakaat, etc...
- In charge of the company's generator and it's fuel as well.
- Reporting to the line manager.

### Administrative Assistant PAN African Marine

11/2016 – 03/2020

Khartoum - Sudan

*Achievements/Tasks*

- Answering and screening telephone calls.
- Carrying out general duties: sending e-mails, photocopying and scanning, etc...
- Organizing the CEO's meetings and taking minutes.
- Checking the status of the company's equipment such as the elevators, AC and liaising with the required labors in case of any maintenance.
- Ordering the monthly stationery supplies.
- Monitoring the staff attendance.
- Assisting the HR department in their tasks such as: annual leaves, issuing medical insurance and etc...
- Monitoring the status of the company's vehicle.
- Assisting and coordinating the finance department in preparing payroll, refunding and spreadsheets reports.
- Reporting to line manager

## EDUCATION

### Bachelor Of Computer Science Emirates College of Science and Technology

06/2012 – 08/2016

Khartoum - Sudan

## SKILLS & COMPETENCES

Team Player

Computer Literacy

Hardworker

Flexibility

Multitasker

Problem Solver

Quick Learner

Numerical Skills

Telephone Etiquette

Well Organized

Working independtly

Writing reports

Dairy Mangment

Driving License

## LANGUAGES

Arabic



English



## CONFERENCES & COURSES

Mind Mapping and Mental Power (02/2017 – 02/2017)

*Professor Tony Buzan*

AUTO CAD Drawing Program (03/2016 – 03/2016)

*Khartoum Training Center of Engineers*

Fire Alarm and Fire Fighting System (04/2016 – 05/2016)

*Khartoum Training Centers of Engineers.*