**CV**

**PERSONAL DATA**

* **NAME: SaifAlislam Hommaida Seed Ahmed Elhassan**
* **RELIGON: Muslim.**
* **DATE OF BIRTH: 21/10/1975.**
* **NATIONALITY: Sudanese**
* **SEX: Male.**
* **MIRITAL STATUS: Married.**
* **Mobile: +249912309039.**
* **E-mail: shandina65@hotmail.com.**

**EXPERIENCE**

1. (Sep 2019 – Present) **External Projects Manager**, **Amtaar Investment Company** (Amtaar is the largest scale agricultural investment in Sudan. Amtaar is a joint venture between the UAE based, Jenaan Investment and Republic of the Sudan, represented by the Ministry of Agriculture, Ministry of Finance, Ministry of Investment and the Central Bank. Amtaar’s ownership is 60% Jenaan Investment and 40% Sudanese Government).

* *Managing an operation team for the 3rd party projects.*
* *Making contracts with the 3rd party projects where we do operation against product.*
* *Forecasting & budgeting of outside projects.*
* *Marketing the products of the 3rd part projects.*

1. (May 2016 – Sep 2019**) Marketing and Sales Manager**, Amtaar Investment Company.***(Managed to market and sell the agricultural Machinery of two big European Brands which are (Landini tractors & Krone) as a franchise business for the company).***

* *Deploy successful marketing campaigns and own their implementation from ideation to execution,*
* *Prepare and monitor the marketing budget on a quarterly and annual basis and allocate funds wisely,*
* *Oversee and approve marketing material, from website banners to hard copy brochures and case studies,*
* *Measure and report on the performance of marketing campaigns, gain insight and assess against goals,*
* *Analyze consumer behavior and adjust email and advertising campaigns accordingly,*
* *Successfully manage multiple brands,*
* *Successfully manage all marketing employees and ensure the completion of each assigned task*

1. (Sep 2014 – present) **Office Manager for Chairman of Jenaan Investments** (The Major Shareholder of Amtaar Investment Company)
   * *Providing a professional contact for The Chairman.*
   * *Managing the Chairman’s schedule, meetings and visits.*
   * *Assisting the Chairman in the prioritization and follow-up of related actions.*
   * *Supporting and expediting development, preparation and presentation of reports.*
   * *Maintaining proper approval levels to facilitate execution of internal processes*
   * *Being responsible for providing day to day administrative support to the Chairman.*
   * *Fostering efficient working relationships with internal and external stakeholders*
   * *Reviewing incoming and outgoing correspondence to ensure effective communication.*
   * *Delivering excellent interpersonal, organizational and communication skills*
   * *Balancing priorities between multiple projects*
   * *Assisting in writing routine general correspondence as well as word processing of Chairman office's documents, letters, reports, memorandums and minutes.*
   * *Processing incoming/outgoing mail, faxes and correspondence>*
   * *Providing guidance to other Administrative Assistants within the office.*
2. (May 2009- Dec 2013) **Office Manager for International Relations and Projects**, Sudan's Minister of Agriculture and Irrigation Office.

* *Supervising the Agenda and Staff of Minister’s Office in regards to International Relations and Projects.*
* *Communication with all International Governments, Companies, Institutions, Organizations and Businessmen.*
* *Reaching Agreements in Business and Finance and drafting MOUs and Agreements in International Business, Projects and Partnerships.*
* *Accompanying the Minister in all his International trips for business.*

1. (April 2005- May 2009**) Executive Secretary to the Governor of Khartoum State**, Office of the Governor of Khartoum State, Sudan.
   * *Providing a professional contact for The Governor.*
   * *Managing the Governor’s schedule, meetings and visits.*
   * *Assisting the Governor in the prioritization and follow-up of related actions.*
   * *Supporting and expediting development, preparation and presentation of reports.*
   * *Maintaining proper approval levels to facilitate execution of internal processes*
   * *Being responsible for providing day to day administrative support to the Governor.*
   * *Fostering efficient working relationships with internal and external stakeholders*
   * *Arranging travel and accompanying the Governor in all official visits.*
   * *Reviewing incoming and outgoing correspondence to ensure effective communication.*
   * *Maintaining and updating yearly schedules*
   * *Maintaining a system to track Departmental actions to ensure that information requested by the Governor is received and deadlines are met*
   * *Ensuring weekly meetings take place as required*
   * *Delivering excellent interpersonal, organizational and communication skills*
   * *Balancing priorities between multiple projects*
   * *Assisting in writing routine general correspondence as well as word processing of office's documents, letters, reports, memorandums and minutes*
   * *Processing incoming/outgoing mail, faxes and correspondence*
   * *Providing guidance to other Administrative Assistants within the office.*

6- (Mar 2001- to Mar 2005) **Translator/ Political and Economic Analyst**, Yemen Embassy, Kuala Lumpur, Malaysia.

* + *Translation of concerned news and articles in the Malaysian newspapers.*
  + *Research and Media Follow up.*
  + *Daily, Weekly and Annual Reports.*
  + *Analysis of the political and economic issues of the host country and the region.*
  + *Correspondences with all Malaysian Ministries and Authorities.*
  + *Oral and Written Translations for all Official Delegates in Bilateral Meetings and Conferences.*
  + *Coordination between the Embassy and travel agencies, hotels and other embassies.*
  + *Helping in Recruitment of local staff.*

**ACADEMIC QUALIFICATIONS**

* (2003) M.A in English as a Second Language (ESL), International Islamic University Malaysia, Faculty of Human Sciences, English Language and Literature Department.
* (2001) B.A (Honors) Second Class Upper in Human Sciences (English Language and Literature, Minor in Communication), International Islamic University Malaysia.

**LANGUAGES**

1. Arabic (Mother Tongue)
2. English (Professional)

**SKILLS**

1. Computer literate in word processing, Power point presentation, Excel, Internet Applications.
2. Debates in Arabic and English.
3. Communications skills.
4. Analytical skills.
5. Management skills.
6. Leadership.
7. Negotiations skills.

**REFRENCES**

**Dr. AbdelHalim Ismail Almutaafie**

EX. Governor of Khartoum State & Minister of Agriculture and Forestry.

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