

CURRICULUM VITAE



Sabah Abdalraheem Sofian Hammed Mohammed

Address: Sudan – Khartoum - Kalakilah Goba - 15 Street.

Mobile: +249-9-99006403-0912963966.

E-mail: Sabah.sofian@gmail.com.

Personal Information

Full Name	<i>Sabah Abdalraheem Sofian Hammed Mohammed</i>
Nationality	Sudanese
Gender	Female
Data of Birth	9/9/1990
Place of Birth	Emtidad – Khartoum.
Languages	Arabic (Mother tongue) -English
National Service	Done
Marital status	Single
Driving License	Driving License NO SD0110500016853

EDUCATION AND QUALIFICATIONS

- Garden city University Of Science and Technology – MBA Program.
- Sudan University of Science and Technology - Baccalaureate of Communication Sciences - Specialization of multimedia.

Experience

1- Alnowar For Printing & Advertising (1/2/2012-1/2/2015)

My duties included (Responsibility)

- Executive Secretary. HR/ Administrative Officer.
- Ability to implement media plans and campaigns / Planning and organizing skills.
- Receiving and Processing Communication channels, including email, phone, & physical mail.
- Assist HR Coordinator/HR Officer in the area of recruitment of new staff (Interview invitation, test arrangements, Approval from HAC and other communication as necessary).

- Customer Services Management, Greet visitors in a professional manner.
- Create written and typed reports. Including memos and business letters.
- Ensure that monthly stocks are being checked prior to placing any supply request to Logistics department.
- Provision of effective and efficient administration support services.
- Ensure the proper Tracking and monitoring of timesheets, annual leaves, sick leaves, and absence in respect of the local legislation.
- Is responsible for the administration store in the department and the follow up of needs (stationary, needs of cleaning products in houses and office etc).
- Day-to-day efficient operations of the Administration office.
- Monitor and manage inventory of office supplies; order and distribute office supplies as necessary, Coordinate and schedule appointments and meetings.
- Organize and prepare meeting schedules for various departments, Ensure meeting spaces are properly requisitioned ahead of schedule.
- Perform other administrative support tasks, including updating and sorting files, drafting and proofreading correspondence, and conducting research.

2- MTN Communication Company (25/5/2015-25/12/2016)

My duties included (Responsibility)

- Call center Agent- Customer Services Management.
- Organize and maintain files and databases in a confidential manner.
- Manage communication including emails and phone calls.
- Screen phone calls, redirect calls, and take messages.
- Receive delivers; sort and distribute incoming mail.
- Good priority setting skills and negotiating, Influencing Skills.
- Solve all the problems and requests of the clients.
- Ability to work in a multicultural environment and to demonstrate gender-sensitive and nondiscriminatory behavior and attitudes.

3- Shatic For Hotels & Tourism Services (5/3/2017-5/7/2018)

My duties included (Responsibility)

- Executive Secretary.
- Active participation in office management, including handing general clerical tasks.
- Work collaboratively with other departments to help solve clerical issues.
- Offer assistance to accounting department to provide manage invoices, payments, and receipts.
- Confer with human resources department to provide assistance with payroll, personnel databases and other duties.
- Represent department managers or other senior-level officers in meetings, including taking notes and recording as needed.
- Help organize small to large scale events and provide ongoing assistance during events.
- Serving as a reliable and trusted assistant to a number of senior executives.
- Monitors and records petty cash disbursements.
- Ensures that all proprietary, financial, and resident information is kept confidential.
- Provide assistance in filtering and forwarding communications to proper individuals and departments.

4- Shoura consult Co. LTD. (8/8/2018-15/8/2020)

My duties included (Responsibility)

- Office Manager.
- Oversee and support all administrative duties in the office and ensure that office is operating smoothly.
- Organize and coordinate office administration and procedures, in order to ensure organizational effectiveness, efficiency and safety. responsible for developing intra-office communication protocols, streamlining administrative procedures, inventory control, office staff supervision and task delegation.
- Manage office supplies inventory and place orders as necessary.
- Point person for maintenance, mailing, shipping, supplies, equipment, bills and errands.
- Ability to promote a knowledge-sharing and learning culture in the office.
- Perform receptionist duties: greet visitors, and answer and direct phone calls.

- Receive and sort incoming mail and deliveries, and manage outgoing mail.
- Develop office policies and procedures, and ensure they are implemented appropriately.
- Manage office budget. Manage contract and price negotiations with office vendors, service providers and office lease.
- Is responsible for the administration store in the department and the follow up of needs (stationary, needs of cleaning products in houses and office etc).
- Guest house management and ensure adequate up keep of the guesthouses.
- Ensure all office keys are kept in the secure place & all office rooms are clean on a daily basis
- and monthly supplies are adequate and ensure cost monitoring sheet.
- Identify opportunities for process and office management improvements, and design and implement new systems.
- Thorough knowledge and understanding of complex administrative guidelines and procedures as well as the full range of administrative services within support areas departments such as HR, Admin, Finance, Supply chain, Program, and Procurement.
- Provide other administrative support as necessary, including scheduling group meetings, maintaining calendars, doing research, and creating reports.

Computer Skills

	Ex	Good	FAIR
Microsoft Office Suite	*		
Social media	*		
Spreadsheets	*		
File Sharing	*		
Digital Calendars	*		
Data Entry	*		
Operating Systems	*		
Email communication	*		
Web browsers	*		
G Suite	*		

Key Skills & Proficiencies:

- Communication - Analysis and Assessment- Judgment-Mail Processing.
- Problem Solving- Troubleshooting- Creativity- Optimization- Deductive & Inductive Reasoning-Professionalism-Independence- Teambuilding and Supervision.
- Record Keeping- Detail Oriented- Intuition-Proactivity-Accuracy.
- Decision Making - Planning and Organization –Multi Tasking.
- 8 years of proven leadership and management skills with ability to motivate personnel and be sensitive.
- Able to effectively, build alternative actions into plans, review priorities and gather and deploy resources effectively.
- Time Management- Tact and Diplomacy- Reliability and Discretion.
- Reception-Phone Etiquette- Approachable-Active Listening.
- Formality- Bearing- Process of Packaging and Sending Legal Documents.
- Note Talking- Problem Sensitivity- Prioritization- Stress Tolerance- Resilience.
- Attention to Detail – Accuracy- Delegation – Coaching – Initiative- Integrity.
- Adaptability- Teamwork- Budgeting- Staffing- Supervising-Developing Standards.
- Process Improvement- Inventory Control- Supply Management.

PROFESSIONAL COURSES

	<u>Course Description</u>
1	British Institute - English Language Courses.
2	Sudan University – Computer Programs Courses.
3	Humanitarian Leadership Academy – change Management.
4	Humanitarian Leadership Academy – Information Security.
5	Humanitarian Leadership Academy – Giving and Receiving Feedback.
6	Humanitarian Leadership Academy – Safeguarding Essentials.
7	Humanitarian Leadership Academy – Save The Children- Introduction To History Of Humanitarianism.

8	Humanitarian Leadership Academy – Conflict Resolution.
9	Humanitarian Leadership Academy – Dignity at Work.
10	Humanitarian Leadership Academy – Interview Skills.
11	Humanitarian Leadership Academy – Managing Others Effectively.
12	Humanitarian Leadership Academy – Managing Your Priorities.
13	Humanitarian Leadership Academy – Presentation Skills.
14	Humanitarian Leadership Academy – Cross- Cultural Understanding.
15	Humanitarian Leadership Academy – Equality in the workplace.
16	Humanitarian Leadership Academy – Professional Online Profile.
17	Humanitarian Leadership Academy – Humanitarian Information Management, Communication & Media
18	Humanitarian Leadership Academy – UNHCR- Managing Individuals: Active Listening.
19	Humanitarian Leadership Academy – Remote Working.
20	Humanitarian Leadership Academy – Remote Working For Managers.
21	Humanitarian Leadership Academy – UNHCR- Self-awareness: Emotional intelligence.
22	Humanitarian Leadership Academy – UNHCR- Self-awareness: Know Yourself.
23	Humanitarian Leadership Academy – UNHCR- Self-awareness: Managing Biases.
24	Humanitarian Leadership Academy – UNICEF- Writing A Written Job Application.
25	Humanitarian Leadership Academy – Equality, Diversity and Inclusion (Badge).
26	Humanitarian Leadership Academy – Performance Management (Badge).
27	Humanitarian Leadership Academy – Staff Care and Wellbeing (Badge).
28	Humanitarian Leadership Academy – Leading and Managing Change and Transition.
29	Humanitarian Leadership Academy – Managing Difficult Conversations in Performance Management.

Training

Training Course in	Session Period	Session Place
Department of technical support and networking	1 month	Sudan university of science & technology
Administrative Management	1 month	National telecom. corporation
General Management	1 month	National information center
Sales and marketing officer	2 month	Systematic computer systems

Department of multimedia and communication	3 month	The national center for media production
Administrative Management	3 month	Alpha Medical Agencies

Working ability

Personal Skills:-

- Time keeper. First-rate time management and problem-solving skills.
- Hard working person. Proactive and accurate in everything do.
- Able to do repetitive and mundane administrative tasks.
- Work within a busy office environment, and support office teams in order to ensure the smooth running of day-to-day activities.
- Continually meet and exceed the operational and administrative expectations of employers.
- Provide accurate administration of all paperwork generated at Office level.
- Quickly learn about new in house database systems.
- Find and obtain information and documents quickly.
- Good communication skills. Media Community & Public Relations.
- Self-motivate. Good typing and note taking skills i.e. a minimum of 30 words per minute.
- Knowledge of any relevant Payroll, HR and staffing issues.
- High level of commitment. Handle petty cash, floats and expenses.
- Willing to travel when required. All Customer Services Relation.
- Can work as a part of team. Collaboration & Network Building.
- Advertising Placement. Policy Development & Administration.
- All Knowledge experience managing front and back office development administration.

Note :

I'm very much interested in challenging job to exercise my experience in addition to my Considerable good communication skills Self-motivated and very easygoing person. Excellent presenting, reporting and documentation Skills.

I Energetic professional who doesn't mind wearing multiple hats. Experienced in handling a wide range of administrative and executive support related tasks and able to work independently with little or no supervision. Well organized, flexible and enjoy the administrative challenges of supporting an office of diverse people.

I play basketball, and enjoy swimming. I am an enthusiastic reader and enjoy reading both Arabic and English literature. I also have a keen interest in travelling. Travelling has enabled me to experience different ways of life and different ways of thinking and has allowed me to form quick and productive relationships with people from diverse backgrounds.

References

FULL NAME	FULL ADDRESS	BUSINESS OR OCCUPATION
Diaeldin Ahmed Mohammed Magzoub	diamagzoub@hotmail.co.uk	Pharmacist- Sharg Alneel Hospital
Abdelrahman Elhadi Elmahadi	abdou.elhadi@gmail.com	Maintenance Section Head- Unamid Dep.- Oil Energy Co. Ltd
Busati Siddig Mohamed Ibrahim	busati.ibrahim@irontrac.net	Aftermarket Sales Manager

Certificates are available upon request