

## **Personal Data:**

**Name** : Nihad Osman Sir Elkhatim Mohammed

**Nationality:** Sudanese

**Date of Birth:** Nov.25.1983

**Gender:** Female

**Marital Status** :Single

**Address:** House No.1246– Nabta – Khartoum North – Khartoum- Sudan

**Telephone No.:** +249 122575221

**Email:** [nihadosk@yahoo.com](mailto:nihadosk@yahoo.com)

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## **Summary:**

I'm someone who took a break to rest and refresh my thoughts and plan for the route I want to take, and this break helped me to sharpen my skills.

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## **Education:**

### **Postgraduate Studies**

2015: Master of Business Administration (Project Management)

Ahfad University for Women

### **Undergraduate Studies**

2007: Bachelor of Electronic Engineering (Control)

Alneelain University

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## **Skills & Hobbies**

**Languages:** Arabic, English,

**Computer Skills:** (MS word, Excel,Data entry)

**Personal Skills:** Patience, Ability to work in team, work underpressure

**Hobbies:** Listen to Music, Reading Novels, Linguistics, Watching Drama series

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### **Work Experience:**

#### **Aug 2012 – Dec.2017: Center Manger**

For Malaysia International Student Placement Center

(Rexpo Sudanese for Multi Activities Co.Ltd)

- Taking care of the office
- Communicating with HQ office in Malaysia
- Handling office finance records
- Responsible of Office expenses and purchases
- Promoting for Malaysia Universities
- Assisting in Conducting the Company's Annual Exhibition

#### **May 2010 – Aug 2012: Assistant Center Manager**

For Malaysia International Student Placement Center

(Rexpo Sudanese for Multi Activities Co.Ltd)

- Handling office finance records
  - Responsible of Office expenses and purchases
  - Promoting for Malaysia Universities
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### **References:**

- Mr Ahmed Rezal Chan

Head of Rexpo Group (Malaysia)

Telephone & whatsapp : +60133986001

Email: [rezal131@gmail.com](mailto:rezal131@gmail.com)

-Mr Steve Santhosh

General Manager – Rexpo (Malaysia)

Telephone & whatsapp : +60133886001

Email: [steve.rexpo@gmail.com](mailto:steve.rexpo@gmail.com)

-Mr Kamal Abdelhalim

Local partner (Rexpo Sudanese for Multi Activities Co.Ltd)

Telephone: +249 912332532

Email: moorrsy@yahoo.com