

# Resume

## Personal Information

Full Name Yousif Abdelgadir Shoaib Mohamed  
Date Of Birth 7/10/1996  
Place Of Birth Khartoum  
Nationality Sudanese  
Current City Khartoum  
Marital Status Single  
Address Block 8,Algail,Bahri,Khartoum  
Phone Number +249963737004  
Email Address yousifdrogba@gmail.com



About I am an easy going man. I work hard under difficult circumstances. I work within group or alone. The most important thing about me is that I am punctual, I respect time. I put my job and my duties on higher priority. I am co operative and I have excellent communication and interpersonal skills.

## Qualifications

Name of certificate	Place of study	Graduation date	General Average
Bachelor Degree in English Language	Sudan University of Science and Technology	2017/12/7	Excellent
International Computer Driving Licence.(ICDL)	Sudan University of Science and Technology	2018/9/29	Excellent
High School Degree	Algaili Secondary School	2013/3/15	Very Good

## Training courses

Name of certificate	Place of study	Date of obtaining the certificate	General Average
Essential Computer Skills	Sudan University of Science and Technology	2018/9/22	Excellent
CCTV	KYM Technology Training Center	2018/3/8	Excellent
Administrative Supervision	General Directorate for Petroleum Supply and Trading	2019/1/28	Very Good

## Experiences

Experience Name	Place Of Experience	Period	Short description
Receptionist	Abdelgadir Furniture Store	2017	Answering Enquiries - Setting appointments - Instructing the customers - Selling - Receive and .arrange the new merchandise
Adminstrative Assistant	Sudanese Petroleum Corporation - Distribution and Control Center(SPC - (DCC	25/1/2018	Authorizing Gate passes - Checking the employees' attendance and abscence - Receive Complaints and report back to my supervisor - Operating the The CCTV Cameras - Supervising the store and the equipment - Receiving phone calls - Data Entry and Printing Letters - file management

## Personal skills

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Computer(MS Office) - Expert

Writing persuasive letters - Excellent

## Hobbies

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Traveling

Exploring cultures and places arround the world

Technology

Challenge and Adventure

## Languages

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Language name	Language level
Arabic Language	first (Mother)Language
English Language	fluent / Excellent