

Abdalla Munawer

Administrator Assistant

Abu Dhabi

ammmmkhm@gmail.com

+971553635423

I am a qualified and professional Supervisor with five years of experience in Supervising and admin . Strong creative and analytical skills. Team player with an eye for detail.

Personal Details

Birth Date: 1988-06-09

Eligible to work in United Arab Emirates: Yes

Industry: Administrative Assistance, Call Center, Customer Service, Food Preparation & Service, IT Operations & Helpdesk, Management

Work Experience

Supervisor

Abu shaker - Khartoum

January 2020 to Present

Abu shaker is cafe with three branches my responsibility is to

- Caring for customers, supervising workers and monitoring quality
- Managing inventory and purchases and maintaining safety and cleaning rules
- Managing budget, payroll, conducting employment interviews, and supervising new employees

Supervisor

Alfulni - Khartoum

2019 to 2022

Alfulani is meat Export compan ,my responsible in the company is

- Dealing with government institutions and banks and obtaining the necessary permits
- Shipping Management
- Quality Management

Education

Bachelor in Electronic engineering /computer and network

Sudan University - Khartoum

September 2006 to December 2015

Skills

- Microsoft office (1 year)

- Microsoft excel (Less than 1 year)
- Microsoft PowerPoint (Less than 1 year)
- Computer (5 years)
- Team Leader (2 years)
- Communication Skills (5 years)
- Problem solving (5 years)
- Customer service (2 years)
- Attention to detail (5 years)
- Multitask and Time management (5 years)
- Supervising skills (2 years)
- Odoo (1 year)
- POS Aronium (1 year)

Languages

- Arabic - Expert
- English - Fluent

Certifications and Licenses

Mcsa

April 2016 to May 2016

Ccna

April 2016 to May 2016

VMware

October 2016 to November 2016