

DOAA MAHMOUD MOHAMED ABDALLA

:Address

Sudan - Kassala

:Email

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:Professional Summary

Highly experienced professional in managing academic operations and customer service, with a proven track record of success in coordinating academic activities and examinations at Sudan International University and providing high-quality support to clients at Al-Nilein Bank. Skilled in effective communication with department heads and college registrars, proficient in preparing and coordinating academic schedules on the university system. Known for exceptional problem-solving abilities and enhancing customer satisfaction, reflecting high professional performance and teamwork efficiency

:Education

:Bachelor's Degree in Economics and Political Science
Omdurman Islamic University, January 28, 2021
Major: Economics

:Academic Achievements

Bachelor's Degree in Economics:* Omdurman Islamic University, 2021* -
.Graduated with a grade of Very Good -
Received a motivational book gift in the first year of university for achieving the highest -
.score in the Political Science exam
Completed a graduation project on monetary policy and its impact on inflation, which was -
.praised by faculty members

:Advanced Courses in Accounting and Business Administration -
Completed several advanced courses in Accounting and Human Resources -
.Management, enhancing both my academic and practical knowledge
Participated in several seminars during my university studies, contributing to the -
.exchange of ideas and skill development

:Work Experience

Intern:

Al-Nilein Bank, Khartoum State, Khartoum City
August 5, 2018 to September 5, 2018

:College Registrar

Sudan International University, Khartoum State, Khartoum City
February 25, 2022 to Present

:Key Responsibilities

- .Coordinating the activities of the Registration and Examinations Unit .
- .Preparing and coordinating schedules .
- Entering schedules into the university system and reconciling them with the paper-based .
- .schedules, ensuring compliance with regulatory guidelines
- Ensuring that the schedules for the upcoming semester are complete and that lectures start .
- .on time
- .Coordinating appointments for courses offered by other departments .
- .Coordinating appointments for courses offered by branch colleges to the college .
- .Coordinating appointments for courses offered by the college to branch colleges .
- Communicating with the admissions and registration department at the branch to stay .
- .updated on new developments
- .Preparing a special schedule for classrooms to ensure there are no conflicts .
- .Preparing examination monitoring schedules and assigning monitors during exams .
- Following up and ensuring, through direct coordination with department heads and their .
- deputies, that examination coordinators deliver examination papers and model answers to
- .faculty members
- .Receiving examination papers from other colleges .
- Ensuring the presence of appointed monitors and coordinating with the examination .
- .department in case of absences
- Supervising, through direct coordination with department heads and their deputies, the .
- procedures for receiving answer sheets after exams to ensure they are corrected in a timely
- .manner
- .Addressing student issues and trying to solve them with relevant entities .
- Working with the admissions and registration department as a team to allocate students .
- .within the college's specializations and transfer them from one specialization to another
- .Coordinating with college registrars to prepare class schedules .
- Communicating with department heads to compile the schedules of faculty members in .
- .each department
- Monitoring the class schedules of faculty members and ensuring they align with the .
- .college's timeline and identifying any changes
- Informing students of all matters related to class schedules through dedicated notice .
- .boards, the college website, and social media platforms

:Authorities

- .Communicating with department heads .
- .Communicating with college registrars .

Entering class schedules into the academic system for managing schedules and .
.educational facilities

Corresponding with relevant entities within the university branch, each within their scope of .
.work and jurisdiction

:Skills

Effective communication

Data management

Problem-solving skills .

Teamwork

Organization and planning

Flexibility and adaptability

:Certifications

New Horizon: English Elementary -
February 24, 2019 to March 14, 2019

New Horizon: English Speaking 1 -
March 17, 2019 to April 3, 2019

:Languages

Arabic: Excellent -

English: Good -

References

Available upon request