

Name: **FAISAL MAHAMOUD MOHAMED ELBADAWI**
 Address: **Baniyas East 10, Abu Dhabi, UAE**
 Mobile: **+971568810332/+25122513666(What's app)**
 Email: faisalway@yahoo.com/faisalelbadawie@gmail.com
 Nationality: **Sudanese– Married**
 Date of Birth: **27 July1975**



WORK HISTORY

- 25 Dec 23 – 04 May 24**
Administrative assistant
 Administrative Assistant responsible for all, such as organizational planning, monitoring, and leadership assistance in implementing and applying administrative procedures.
- 1stspt 2023– 20 Dec 23**
 Establishing **a private commercial company** in Addis Ababa, Ethiopia with an Ethiopian partner
- 1stNov2019–15thApr2023**
General Manger
Hebta Mining Company For Gold. Co. Ltd
 Responsible for all activates, administratively, financially and personal affairs.
 Iaccomplished the tasks of trating 30 000 tons of gold stones dust waste (Karta) in smart partnership with the Detasi Company to treat gold waste. In the Northern State of Sudan Sourda & Delgo Mining Market For Gold.
- September 2017–2019**
Sales & Marketing
Manager Lelian Companyin Secticides and house hold peste Co.Ltd
 Responsible for marketing the company's products and all sales contracts for agents in sudan, responsible import orders for the companies from china and Egypt.
- October 2014-2017**
Operation Manager
Europe car (MIG Companies)Khartoum Sudan
 1-Manager of **MIG Limousine** .
 2-ResponsibleforMarkting,Operationforecast,budgetingforsalesand,promotion planning as well as managing customer care department.
 3- Month end reconciliation of actual to budgets, variances analysis & remedial action recommendation.
 4- Bank & cash deposits reconciliations on weekly basis & solve the standing issues.
- Dec2005–Nov2013**
Operation Manager
EL-SAFWA AUTO MOBILE. Khartoum Sudan
 1-Manager of **Elsafwa Limousine**.
 2- Responsible for Markting, Operation forecast, budgeting for sales and, promotion planning as well as managing customer care department.
 3 –Month end reconciliation factual to budgets, variances analysis & remedial action recommendation.
 4 –Bank & cash deposits reconciliations on weekly basis & solve the standing issues.
- Nov 2004 –NOW**
Insurance Officer
SHAWAMEKH(KMS).Insurance Health company. Khartoum Sudan
 1-Managing the Insurance registration Department and collecting fees from subscribers.
 (Part-timer in the evening)
 2- Follow-up bank accounts & solve reconciling items appearing on the statements

Apr1997 –NOW
Statistics Technician

Primary Hygienic Welfare Administration (Khartoum State)
 Billing & Collecting Insurance tickets & fees & perform there quired
 analysis & reports. (Part-timer in the evening)

TRAINNING

Khartoum University
Centre for Advanced Training

Systems and Methods of University Teaching

Ministry of Health

Aone-month course in (Statistics through the Internet).

Khartoum University

Database Accounting System

Sudatel Telecommunications

Diploma in Electronic Accounting Academy
 (SUDACAD)

EDUCATION

Alneelain University
 Academic Affairs Secretarial

The degree of doctor of business administration (DBA).
 According to meeting No.117 Dated 19 April 2022 (PHD holder),

Sudan University of Science &
 Technology

The degree of Master in business administration (General)
 College of Graduate March 2014. studies

University Of Khartoum

The degree of B.Sc (General) in Management Studies
 Secretarial for Academic Affairs (Business Administration) in 2002.

Jul 1996 –Jul 2002

UNIVERSITY OF KHARTOUM. School of Management Studies.
 Website:www.uofk.edu
B.Sc. Business Administration

Jun1996

Sudanese Secondary Certificate -Khor Omer National Secondary school
 Website:www.khartoum-edu.org

SOFT WARES

Microsoft Applications: MS Excel, MS Word, MS Power point, MSAccess.

LANGUAGES

English	Fluent
Arabic	Mother Tongue.

OTHERSKILLS

A valid Driving License.

REFERENCES

Academic **Dr. Yasir Mousa.** Dean of School of Management Studies Tel: 83776155
Dr. Mohamed Osman Hamza. Head of Business section Tel: 83776158.

Professional

HR Manager, Oduib Mergani Amir Cell Ph +971581587288
Dr khaled Taha- Hebta company Cell ph-+249912318867
Sudanese Federal Minister of Health Dr. Haitham Mohamod Ibrahim Tel: +249 91320719
Mr: ELsadig Haj Ali-(G-M) EL safwa Automobile-ph-0912302660
Mr: Hessain Haj Ali- ELsafwa Automobile-ph :0912306237
Mr :Ryemond Baittar - EL safwa Automobile –ph-0912356286
Mr: Elbadri Esmail-MIG Companies----- ph 0912301361
Mr: Abd Elbagie- Gm MIG Cell ph 0912309106
Dr: Abd Elhadie Mohamed Elhassan Cell-ph 0912493668

