

HEND ABDELHAFIZ

MANAGER



Dubai



+971559508863



hind.nasr.hafiz@gmail.com



EDUCATION

BACHELOR DEGREE IN ELECTRONIC ENGINEERING

Sudan University of Science and
Technology / Khartoum / 2012

COURSES

CCNA COURSE

KIWI Training Center
Apr 2013 - May 2013

IT ESSENTIALS COURSE (PC HARDWARE & NETWORK)

IT Academy
Mar 2012

INTERNSHIPS

NETWORK DEVELOPMENT TRAINING

Zain SD
Jul 2014 - Aug 2014 / Khartoum

TRAINING IN TECHNOLOGY DEPARTMENT

Canar Telecommunications
Company Limited
Mar 2012 - Mar 2012 / Khartoum

Through my work as a manager with +8 years experience I have achieved efficiency in the short, medium and long term of all marketing, sales and financial activities of the company, including developing sales and marketing strategies, monitoring daily operations, accounting, budgetary control, cash flow, credit and collection, management information systems, financing, banking operations, investments, risk management, taxation and audits.

My tasks also were performing required financial and economic studies on industrial investment or on financial engineering, and supervise management of capital and equity financing operations.

I have achieved profits for the company and completed successful deals by good treatment for customers and provided the highest quality and best products for them.

Hard work, patience and perseverance were my companions throughout my career

WORK EXPERIENCE

Wantrd Fall Trading

Jun 2021 - Apr 2023
Khartoum

FINANCIAL AND ADMINISTRATIVE MANAGER

- Defined financial policy, monitored its implementation, interpreted divergences and reports to company management.
- Advised company management on short-term forecasts and formulates proposals on the medium-term strategy.
- Supervised accounting and establishment of company and consolidated accounts.
- Managed cash flow (outstanding accounts, debits, financing), investments and relations with banks.
- Supervised monitoring of management control: planning, budget, reporting.
- Implemented performance indicators and advised operational managers.
- Defined and improved administrative and accounts control management procedures.
- Ensured administrative management of insurance and litigation.

Dasasa Company

Sep 2014 - Jun 2021
Khartoum

MARKETING AND SALES MANAGER

- Led and oversaw the daily operations of a company's sales and marketing teams.
- Helped the two departments work together to meet company goals.

SKILLS

- Leadership
- Management
- Planning
- Delegation
- Coaching
- Negotiating
- Empathy
- Interpersonal skills
- Communication
- Problem-solving
- Coordinating/organisation
- Conflict resolution
- Strategic thinking
- Public speaking
- Logistics
- Technical knowledge
- Networking/outreach
- Collaboration/initiative
- Execution
- Decision-making
- Innovation
- Flexibility
- Teamwork
- Fast typing (zero errors)
- Microsoft Excel
- Banking and accounting programs
- Photography
- Graphic design
- Photo and video editing

IPSOS

Apr 2014 - May
2014
Abu Dhabi

Communication and Science Ministry

Jan 2013 - Jan 2014
Khartoum

- Developed sales and marketing strategies.
- Prepared budget and gather resources.
- Conducted market research.
- Planned and managed marketing campaigns.
- Monitored Marketing and sales success.
- Prepared reports.
- Recruited, trained and scheduled staff members.
- Coordinated with product development.

MARKETING RESEARCHER

- Increased brand awareness by conducting in-depth market research and analysis.
- Developed targeted marketing strategies for improved customer engagement and retention.
- Enhanced company's marketing campaigns with thorough competitor analysis and insights.
- Streamlined data collection processes, resulting in more accurate and timely market trend reports.

DATA ENTRY

- Completed recordkeeping, filing and data entry duties.
- Performed clerical tasks and organized files.

LANGUAGES

Arabic



English



Spanish



Turkish

