



ALHINDY YOUSIF

Administrative Assistant

PROFILE

Organized and dedicated Administrative Assistant with proven track record of providing exceptional customer service in fast-paced environments. Offering keen attention to detail and strong decision making skills to manage multiple, concurrent tasks. Self-motivated work ethic to perform effectively in independent or team environments.

PERSONAL INFORMATION



(+971)0502956544



Al Muraqqabat Rd, Al Muraqqabat
Building, Dubai, UAE



Yousifabowaleed34@gmail.com

Nationality: Sudanese
Date of Birth: 1/1/1996

EDUCATION & TRAINING

- **Bachelor in Public Administration**

University of the Holy Quran and Islamic Sciences,
Khartoum, Sudan, 2014 - 2018

- **Diploma in Computer Application**

Step by Step for Training & Human Development
Center, Khartoum, Sudan, 2017

- **Training Certificate**

Gabani Computer Company Ltd. Khartoum,
Sudan, 2017

WORK EXPERIENCE

- **Zain Mobile Telecommunications Company**

(Call Center), Khartoum, Sudan, 2019–2020

- **General Promotion Organization (Customer Services),** Khartoum, Sudan, 2015–2016

- **Gabani Computer Company Ltd.**

(Administrative Assistant), Khartoum, Sudan,

SKILLS

- Organizational Skills ★★★★★
- Quick Adaptation ★★★★★
- Team Collaboration ★★★★★
- Time Management ★★★★★
- Communication ★★★★★
- Computer Proficiency ★★★★★
- English Language ★★★★★

References Upon Request