

SUMAIA ABDELRAHMAN

CONTACT

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 sudanese
 Al Taawun St - Al Mamzar -Al Saud Building- Al Tawau Sharjah

SKILLS

- Administrative tasks
- Adaptability to diverse work environment
- Attention to details ensuring accuracy of administrative tasks
- Time management
- Team work abilities Well motivated
- Filing
- Microsoft Word

EDUCATION

SECOND CLASS HONORS DIVISION

National RIBAT University

2013-2017

Bachelor's degree in business administration.
Khartoum, Sudan

COURSES

Business communication

FEB 2022

Zafar Training center

Documentary letter credit

Dec 2018

Outsource Training Center

Information Trade

Dec 2018

Outsource Training Center

LANGUAGES

Arabic 

English 

PROFILE

I have dedicated administrative professionals with successful experience in fast-paced office settings. Hardworking team player with expertise in completing various clerical tasks and offering staff support. Responsible, punctual, and productive professional when working with little to no supervision.

WORK EXPERIENCE

ADMINISTRATIVE /SECRETARY

Khartoum- Sudan

RASD Technology Co. Ltd.

2019-2023

- Supported executive staff through scheduling meetings and preparing crucial documents Skilled in providing exceptional customer service.
- Answered multi-line phone systems, routing calls, delivering messages to staff, and greeting visitors.
- Managed filing system, entered data, and completed other clerical tasks.
- Executed record filing system to improve document organisation and management.

ASSISTANT HR

Khartoum- Sudan

NOOR FOR HEALTH AND ENVIRONMENTAL PROJECTS

2018-2019

- Support recruitment and selection processes
- Manage personal information and job files
- Organizing training and development
- Performance management and assessment

Assistant Office Manager

Khartoum- Sudan

Completed national service at Africa City of Technology

2017-2018

- Streamlined office procedures by implementing efficient filing systems and managing schedules.
- Created and updated records and files to maintain document compliance.
- Recorded expenses and maintained accounting records.
- Created and updated physical records and digital files to maintain current, accurate, and compliant documentation.

REFERENCES

Manager HR

Mai At-Tai

Rasd Technology Co. Ltd

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