

MOSAB ELSHAFIE

ASSISTANT MANAGER



CONTACT

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PERSONAL INFORMATION

- Name : Musab elshafie mohammed Elsayed
- Nationality : Sudanese
- Date of birth : 7/1/1991

SKILLS

- Working on computer and microsoft office programs
- Work as a team and motivate them
- Improve the work environment
- Presence and welcome good to visitors
- Supervising and leadership
- Commitment with work rules and laws
- good marketing

EDUCATION

- University of science and technology
- Information and communication technology
- Bachelors degree 2009 _ 2014

LANGUAGES

Arabic professional
English fluent

WORK EXPERIENCE

- Brains for trading & investment **project manager 11/2020_10/2021**
- Managing the human resources and materials of the project department
- study and planing, pereparation and implementation of projects
- Brains for trading a investment **Project manager assistant 11/2017_10/2020**
- Scheduling meeting and task of the project manager
- Answer to the calls and emails
- Create, send, and recive reports and save them in the system
- Presence and good welcome to visitors
- help project manager in his tasks and perform his tasks in his abcence
- Abu salmah contracting enterprise **Project supervisor 5/2016_10/2017**
- Supervising of site, site store, worker and daily and complete plans
- Create, recive and submmiting daily and complet rports with project manager assistant.
- Zain _ Sudan **Customer service 4/2014_3/2016**
- Meeting the needs of customer and solving their problems and answer to their inquires
- Presenting services and offers to customers and convicing them of them