

Rana Abdullah Musa



Rana Abdallah Musa (Civil Engineer)

Gender: Female.
Mobile: 0561208012
Marital Status: Single
Date of Birth: 20-11-1989.
Nationality: Sudanese
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Summary

An enthusiastic, self-motivated reliable person, who's looking for challenging fast-paced environment to utilize my creative knowledge and develop my engineer skill-set further. Have a good academic qualifications, excellent communication skills to keep in touch with clients to ensure that the project deliverables match their needs .easy going by nature and able to get along with work colleagues and senior managers.

My key experience work was in site management, civil engineer, project & office manager.

Education:

Khartoum technical college, diploma degree in civil engineering,

University of Neelain bachelor of (business administration second year and counting).

Certificate:

Sudan Engineering Council.

Sales engineer :

- Searching for new clients on a daily bases.
- Keeping a record of sales report.
- Maintaining a healthy relationship with clients.
- Accomplishing promises to clients as much as possible.
- Trying to complete sales process.

Office management:

- Organizing day to day activities for the team.
- Gross Margin weekly and monthly Report.
- Management and supervising.

Professional Experience

Rana Abdullah Musa

- **Neutral Axis Engineering company Ltd.** (3 months) Trainee.
- **Kyter engineering (architects) Building design & Consult.** (1 month) Trainee.
- **Ministry of physical planning & public Utilities state of Sinar.** (4 month).Trainee.
- **MCC Company (metallurgical & construction chemicals specialist)** (2 year).
- **Site engineer.(technical support) & Area sales Manager**
- **Ista Mining ,Agriculture & Service Co. LTD (1 year) civil engineer, project manager**
- **Aisen contracting Site engineer (project manager)** start in 2017 to November 2020

Training & courses:

- Diploma in computer since (Sudan national federation of UNESCO clubs.
- Excellent management skill
- Advanced excel

Highlights:

- Good Written & Spoken English Language.
- Complex problem solving.
- Strong communication skills.
- Effective time management.
- Management systems experience.

Technical Skills :

- MS Office - (Word, Excel, PowerPoint).
- QuickBooks.

Accomplishment:

Operation:

- Overview of the blueprints.
- Quotation planning & adjustments.
- Site executing & management
- Prepare monthly payroll input and maintain salary advances register.
- Technical site support.