



Administrative Officer who is highly organized to perform all administrative and clerical duties necessary for effective office management include welcoming visitors and clients, overseeing the activities of office cleaning, staff and maintenance vendors, as well as typing and proofreading various company documents, organize flights, transportation, and accommodation for company executives.

QUSAI MOHAMMED EL-HASSAN MOHAMMED MOHAMED OSMAN

CONTACT:

Phone: (+971) 503370614

Nationality: Sudanese

Mail: Qussaimohammed98@gmail.com

Location: Dubai, UAE

EDUCATION:

BS.C Honor in Economic and Social studies.

Department of political sciences and
Economic.

University of Khartoum

Khartoum - Sudan

2017

COURSES:

- English Language.
- Computer fundamentals.
- Electronic Accounting.

Professional Experience:

Administrative officer:

Ewan accounting company | Khartoum |

With the below responsibilities:

- **Manage office supplies stock and place orders**
- **Prepare regular reports on expenses and office budgets**
- **Maintain and update company databases**
- **Organize a filing system for important and confidential company documents**
- **Answer queries by employees and clients**
- **Update office policies as needed**
- **Maintain a company calendar and schedule appointments**
- **Distribute and store correspondence (e.g. letters, emails and packages)**

Administrative officer:

ZADNA international company for investment | Khartoum |

With the below responsibilities:

- **Greeting and directing visitors, answering phone inquiries and handling complaints in a courteous, professional manner**
- **Ensuring office supplies are maintained, including checking inventory and working with vendors to ensure adequate levels of necessary supplies at all times**
- **Occasionally traveling off-site to deliver reports or files to other departments**
- **Ensuring the confidentiality and security of files and filing systems**
- **Coordinating schedules, arranging meetings, distributing memos and reports and ensuring that everyone is kept current of necessary company news and information**
- **Operating copy equipment, fax machines, printers or other equipment necessary**

SKILLS:

- Excellent interpersonal, written, and oral communication skills in Arabic & English.
- Excellent listening skills and have the ability to ask probing questions, understand concerns and overcome objections.
- Strong work ethic and self- starter, able to effectively manage multiple priorities and adapt to change within a fast- paced business environment
- Able to communicate effectively both verbally and in writing.
- Flexible and adaptable.
- Work effectively both team member and independently.
- Excellent reporting and presentation skills.
- Ability to handle the People in a very good manner.
- Sincere and punctual to duties and responsibilities level.

LANGUAGE:

- English language fluent
- (Written and spoken)
Arabic language
- (Mother tong)

REFERENCES:

Up on request.

Secondary school Teacher:

AMNA Secondary School

Who responsible for:

- Reviewing material with students to reinforce lessons.
- Encouraging proper behavior by following and enforcing school and class rules
- Administrative tasks, like attendance taking and recording grades
- Preparing equipment and learning materials ahead of lessons.
- Supervising students both in and out of the classroom.

Primary school Teacher:

MAARB Primary School

Who responsible for:

- Help teachers prepare lesson plans.
- Set up necessary material for classes.
- Review material taught in class with individual students with learning challenges.
- Work with smaller groups of students for remedial teaching or reinforcing the learning process.
- Escort and supervise students in field trips and school activities.
- Help students adjust, learn and socialize and report to teachers about possible behavioral issues.