

Moram Ali Mohammed Adam

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EDUCATION:-

Sudan University of Science and Technology Banking and finance - Bachelor 2011

WORK EXPERIENCES:-

Job position :Receptionist and call center in clinic

Present: December2023 to March 2024

Responsibilities:

- *Receiving and directing visitors and patients in a friendly and professional manner.**
- *Make incoming phone calls and transfer them to the appropriate office.**
- *Record appointments and manage the appointment schedule.**
- *Providing preliminary information about the services provided at the clinic.**
- *Assist with daily administrative activities.**
- *Maintain accurate records of patients and visitors**

Ebdaa Microfinance Bank

Job position: Human Resources Assistant

Present: 2021 until March 2023.

Responsibilities:

- Processing of contracts for new staff and renewal of contracts for staff.**
- Preparing monthly salaries and incentives for employees.**

- Grant advances to employees and follow up monthly discounts. Preparation of internal and external training workshops for employees in all departments according to the company's career case.

*Prepare a monthly list of employees' details of the Labor Office and follow up on employees' tax and social insurance deductions.

- Monthly and quarterly visits to branches of the company to identify the needs of employees and the company.

Follow up on the company's health insurance contributions to amend and add new employees.

- Preparing monthly, quarterly and weekly reports to follow up the workflow with senior management.

Ebdaa Microfinance Bank

Job position: Branch Supervisor

Present: 2017 - 2020

Responsibilities:

- Follow-up staff attendance.

Follow up on the portfolio of loans granted to customers via branch officers and field visits with officers.

- Preparing and monitoring the weekly plan with officers and managing the branch and following up the implementation of projects and delivering them to customers.

- Submit monthly reports to the branch management, senior management and assistant in the preparation of the annual production and profit plan with the branch management.

Ebdaa Microfinance Bank

Job position: Loan Officer

Present: 2014 - 2016

Responsibilities:

Enter data into the system and certify it from the relevant departments and then grant loans to customers.

- Follow-up of loans until the end of repayment.
- Field visits to follow the project's progress with clients.

SKILLS :-

MS Access

- MS Power point
- Internet Web Page Design

Database Application

- QuickBooks

*Java Programming Language

Microsoft Office. Windows

Find technical solutions while
pressing at work.

Communicate.

- Computer and software Skills.
- The spirit of cooperation with the
task force.

Work under pressure.

Training :-

Microfinance fundamentals.

- Managing the loan portfolio. Islamic formats for financing.

Financial management and analysis. Diploma in Human Resources.

Courses:-

Bank finance risks. Documentary credits.

- Project feasibility studies.

LANGUAGES:-

Arabic :Native

English :Intermediate

REFERENCE:-

- Negotiation.

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