



HALIMA SULIMAN

www.halemasoliman24@gmail.com



0543690732



Abudhabi ,Airport street



EDUCATION

Umdrman Islamic Unversity

5 years

BA in science

3

E.M.C.T

1week

Management

8/10

SKILLS

Microsoft office(Exile, PowerPoint,outlook, word)

I can work in team work and i can work under preasur

I am quick learner

EXPERIENCE

H.S Fashon

13/1/2020 - 13/7/2020

Receptionist ,sales lady and cordenator

Ihave work as receptionist, preparing orders,making calls to customers, cordente between customers and master

Reign Real Estate

1/1/2021 - 15/11/2021

Files cordenator

Making calls,add details to CRM ,prepare meeting and contracts, reaply to owners and renters on email .

khartoum air port

10/10/2018 - 10/10/2019

secretarial

Writing reports printing files.

Etslat

15/6/2017 - 20/12/2017

Receptionist

Working as receptionist greeting customers and guide them.

ACTIVITIES

volunteer to Algasim humanity

ornization2017 volunteer to Sonaa Alhyah

LANGUAGE

Mother language Arbic English language