



**HALIMA SULIMAN**

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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 Fashion**

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, reapply 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

orgnization2017 volunteer to Sonaa Alhyah

## LANGUAGE

Mother language Arbic English language