

# AHMED ABDELBASIT ABDALLA

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## Career Objective

A highly organized and hard-working looking for a responsible position to gain practical experience.



## Education :

-BSc Degree in Economics and Social studies - Khartoum University (2016).

### Main courses :

(Management , Statistics , Development , Macro Economics & planning ).

-Postgraduate Diploma in Development Studies and Planning- planning Stream (2019).



## Professional Certificates



Certified ICDL – Khartoum university .2017



Certified Electronic Accounting – SUDACAD .2017



Projects management professional (PMP) – Khartoum University.2019



Hazzard Identification & Risk Assessment .2019



## Work EExperiences :

### **Administrative officer : (2018-2019)**

**Company** : Danfodio group CO.LTD

**Location** : Khartoum -Sudan

### **Main Responsibilities :**

- 1- Human Resource department strategic planning
- 2- Prepare analytical and statistical performance reports .
- 3-Tracks and monitors the department's quality & performance .
- 4-Preparing regular financial and administrative reports.
- 5-Organize a filing system for important and confidential company documents.

### **Management coordinator : (2019 -2021)**

**Company** : Alrayid institute

**Location** : Khartoum -Sudan

### **Main responsibilities**

- 1- Responsible for providing support and coordination on various projects and activities related to the performance management process .
- 2-Works closely with the Training Coordinator to identify training needs and areas for development .
- 3-Provides measurement standards, targets and KPIs to the management team .
- 4-Managing office supplies stock and placing orders.
- 5- Researches, plans, organizes, and conducts performance management programs .



## – Personal attributes:

- ✓ Self learner
- ✓ Good Communication Skills
- ✓ Problem-Solving Skills
- ✓ Patient & hard worker
- ✓ Good time management.
- ✓ Team work.
- ✓ MS Package
- ✓ Good negotiations skills



## Personal Data :

**Name:** Ahmed Abdelbasit Abdalla Hamid

**Place of Birth:** Khartoum - Sudan.

**Nationality:** Sudanese

**Date of birth:** 22 /10/1994

**Material Status:** Single.

**Gender:** Male .

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## Languages:

**Arabic:** Mother Tongue .

**English :** Excellent Written and Spoken- Excellent communication .

All documents and certificates are available upon request.

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