**DUAA ELHABIB YOUSIF ELKHIDIR**

Date of birth: 13th of March 1995

Nationality: Sudanese

Marital status: Married

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**EDUCATION**

* **Bachelor of Plastic Engineering - Sudan University of science and technology ( SUST )-** Khartoum – Sudan
* From 2012 up to 2017

**EXPERIENCES**

* **Sales Officer at AL-Darb AL-Akhdar Group**

-From December 2020 until now

- Responsibilities:

* Sell a company's products which are ceramic tiles to individuals, businesses and government organizations.
* Approaching potential customers with the aim of winning new business.
* listen to customer requirements and present appropriately to make a sale
* maintain and develop relationships with existing customers in person and via telephone calls and emails
* cold call to arrange meetings with potential customers to prospect for new business
* respond to incoming email and phone enquiries
* act as a contact between a company and its existing and potential markets
* negotiate the terms of an agreement and close sales
* gather market and customer information
* challenge any objections with a view to getting the customer to buy
* **Production and quality engineer at Berigdar group for refrigerating and insulated panels.**

-From October to December 2019.

- Responsibilities:

* Control the production procedure because it was complicated and the raw material was expensive.
* Manage and supervise all production aspects starting from machinery (Regular maintenance and crash reports), row materials (check the quality and quantity) ending to workers (Monitor and evaluate performance, motivation or punishment).
* Setting a weekly and daily production plan to reach the specified production goal and work with it.
* **Production supervisor at Miar Factory for Plastic Products.**
* From April to October 2019.
* Responsibilities:
* Organizing and computerizing production to facilitate the calculation of the total budget, which it was the main problem.
* Managing and supervising all production aspects.
* Do daily, weekly and monthly production reports to monitor and develop production. (Using EXCEL and POWERPOINT forms).
* Evaluate and control the quality of the product through testing and reporting.
* Meet customers to agree on a suitable product for supporting marketing.
* **Typist of radiological reports at IBN SENA hospital.**
* From 15th November 2017 to 9th February.
* Responsibilities:
* Receive radiological reports hand written to type it Draft and organize reports according to date , doctor and report type
* Meet patients to take contact and medical information’s

**Trainings**

* **Laboratory Technician at Ministry of Petroleum and Minerals**

-From 4th march 2018 to 4th march 2019.

-Trainee at the General Directorate for Petroleum Labs, Research and Studies Directorate.

* **Plastic engineering training at Khartoum Petrochemical Company KPC.**
* From 12th to 26th February 2018.
* Trainee at polypropylene production unit and quality control laboratory.

**Courses**

* **English language course at Vision Center (advanced level).**
* From 1st of March until 1st of November 2018.
* **English language course at British Council Center (Upper intermediate level).**
* From 1st of April until 15th of June 2014.

**Projects**

* **Co-founder of Professional clean company that established at February 2020 .**

**SKILLS**

* Mastery of negotiation, collaboration, and presentation.
* Strong verbal and written communication skills.
* Able to understand and solve problems quickly and creatively.
* Skilled and experienced in speaking and debating
* Team work and strong interpersonal skills
* Excellent social skills.
* Data collection and analysis
* Excellent in computer skills and knowledge
* Strong researching skills.
* Fast learner and passionate about what I do.
* Good listener, flexible and self motivated under any circumstances.
* Ability to work under pressure and short deadline inside and outside office.
* Committing to accomplish my work within the specific time.