

Amna Rahama Agbash Mohamed

A committed and driven person with a good ability of problem solving, sound organization and planning skills to deliver assignments within set timeframes and to a high quality standards.

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📍 Algerif Gharb, 60th Street, Khartoum, Sudan

EDUCATION

Bsc. in Chemical Engineering University of Science and Technology

11/2009 - 07/2014

WORK EXPERIENCE

Secretary Of Adminstrative and Human Affairs (Volunteer) Research For Sudan Community Building Society

03/2020 - Present

Khartoum, Sudan

R4scb society is concerned with elevating the scientific research scene in Sudan and Empowering researchers in general.

Achievements/Tasks

- Collecting the proposals of the executive office managers that are related to developing the skills of the organization's members and work teams, and preparing and implementing the relevant courses and workshops
- collecting information on various external activities such as courses, workshops and conferences in cooperation with other departments and selecting the appropriate people to represent the organization in it and preparing forms for the nomination of members.
- Preparing lists for the Administrative board, managers of the Executive Office, all work teams and volunteers, evaluation forms, and daily administrative work procedures, and working to develop them.
- Management and follow-up of everything related to the performance of the members of the organization while developing mechanisms for promotions in accordance with the laws and regulations of the organization.
- Designing and creating a database that includes all information about members and volunteers, and ensuring that the CVs of all individuals are received, handed over and presented to the Administrative board when required.
- Preparing the strategic plans of the Department of Administrative Affairs and presenting them to all offices for inclusion in the annual plans.

Office Manager Ibrahim Brothers Co. Ltd.

10/2020 - 04/2021

Khartoum, Sudan

IBC is a company that is specialized in the export of gum Arabic.

Achievements/Tasks

- Filing and organizing company documents
- Arranging appointments with clients
- Following up company related process
- Issuing invoices, writing contracts and dealing with purchase orders.
- Dealing with correspondence, complaints and queries
- liaising with staff, suppliers and clients

SKILLS

Teamwork

Decision Making

Research & Strategy

Creativity

Organization

Coordinating

Communication

Problem Solving

Reliability

Patience

Multi-tasking

Goal setting

Meeting deadlines

Time Management

Microsoft Office

CERTIFICATES

Supply Chain management (05/2021 - 06/2021)

Course offered by Innovation Hub Training Center

Procurement and Contract Management (06/2021 - 06/2021)

Course offered by Innovation Hub Training Center

Warehouse Management (06/2021 - 06/2021)

Course offered by Innovation Hub Training Center

Supplier Relationship Management (06/2021 - 06/2021)

Course offered by Innovation Hub Training Center

Managemnt Strategies for People and Resources (10/2020 - 10/2020)

1.5 hours online Course offered by Young African Leaders Initiative

Communication and Presentation Skills (04/2020 - 04/2020)

2 hours online course offered by International Youth Society - Sudan

Strategic Planning (04/2020 - 04/2020)

1 hour online course offered by HP Life e-learning

Project Management Professional Course (02/2020 - 03/2020)

36 Hours course offered by New Horizon Center

Introduction to Agile (03/2020 - 03/2020)

6 hours Course offered by Sudan Nextgen

LANGUAGES

English

Full Professional Proficiency

Arabic

Native or Bilingual Proficiency

INTERESTS

Reading

Cooking

Programing