



PROFILE

Offering versatile office management skills and proficiency in Microsoft Office programs. Strong planner and problem solver who readily adapts to change, works independently and exceeds expectations. Able to juggle multiple priorities and meet tight deadlines without compromising quality.

Dedicated IT Assistant skilled at managing documentation meeting support and client coordination to ensure optimal department operations and team efficiency. Well-versed in IT client and staff needs with excellent time management communication and interpersonal abilities.

CONTACT

PHONE:
00249918072691

Address:
Aljarif East, East Nile, Khartoum, Sudan

EMAIL:
Basmamohammed054@outlook.com

HOBBIES

Reading
Swimming
Horse Riding
Travelling

BASMA MOHAMED HASSAN ELSIDDIG

EDUCATION

University of Medical Sciences and Technology (UMST)
2012-2017
Bachelor of Science in Computer Science.

University of Medical Sciences and Technology (UMST)
2017-2018
Master of Science in Information system, Specialization in Business Information system.

University of Limkokwing- Malaysia
Pending
PHD in Management

WORK EXPERIENCE

Grapric Company- IT Officer – Training
Sep 2017- Dec-2017

- Install and configure computer hardware operating systems and applications.
- Monitor and maintain computer systems and networks.
- Troubleshoot system and network problems, diagnosing and solving hardware or software faults.
- Replace parts as required.
- Provide support, including procedural documentation and relevant reports.

SKILLS

- Analytical Thinking
- Presentation Skills
- Character Judgment
- Communication
- Experts in Microsoft Office Suit
- Programming and Database
- Managerial Skills
- Project Management
- Teamwork and collaboration