



Omer Yousif Alhaj

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Personal Profile

- **Gender:** Male.
- **Nationality:** Sudanese.
- **Date of Birth:** 03-08-1994.
- **Address:** Sudan Khartoum, Khartoum North.

Education

- [From 2010 – To 2014] Bachelore in Business Administration in Alzaem Alazhari University , Grade achieved [Good].
- [From 25\10\2014– To 16\04\2015] diploma in Electronic Accountancy in Source Computer and language training center, Grade achieved [V.Good].
- [From 2\4\2017 – To 3\7\2017] completed level one at a primary listening and speaking Chinese language training program Grade achieved [High Score].
- [From 14\8\2017 – To 27\11\2017] completed level two at a primary listening and speaking Chinese language training program in Confucius institute , Khartoum University, Grade achieved [High Score].
- [From January, 2018 – To Nov, 2018] completed level three at a primary listening and speaking Chinese language training

program in Confucious institute , Khartoum University, Grade achieved [High Score].

- [From January, 2018 – To Now] studying (MBA) Master Business Administration (Financial management) in the final semester in Eneleen University.
- [From January, 2019 – To Now] studying level four at a primary listening and speacking Chinese languge training program in Confucious institute , Khartoum University.

Work Experience

- [From 1\5\2015 – To 1\5\2016] worked as a Receptionist in ministry of Petroleum and Gas in Mr. Minister office

Main duties performed:

- Securing the Office.
- coordinate of The Minister visits.
- Follow-up on the implementation of the Minister's program.
- Responding to inquiries by phone.

- [From 1\4\2016 – To 1\10\2018] worked as executive secretary in high commission for supervising relations with BRICS countries (Brazil , Russia , India , China and South Africa).

Main duties performed:

- Print letters.
- Contact the parties of the projects and follow up until reaching the stage of financial and administrative stability.
- Prepare the implementation schedule of projects.
- Follow-up the implementation schedule of projects.

- Preparing presentations for projects in the form of Powerpoint.
 - Preparing the feasibility study for the small projects.
- **[From 11\2019 – To Now] working as a Projects and investment manager in Klmoub Advanced Projects.**

Main duties performed:

- Supervising the preparation of project plans
- Identify relationships between the parties involved in the implementation of the project
- Do hard to provide resources for the project.
- Attending project meetings at the strategic level in general and sometimes at the executive level.

Skill

Technical: Professional computer user

Interpersonal: {well-groomed, Good-looking, and Tactful}

Other: Good level in English.

Referees

[Dr. Rodwan Elamin]

[Section Head\ Alzaem Alazhari university]

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