



Lubna Yousif Mohammed Babiker
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Personal information:

Nationality: Sudanese

Birth date: 1- May – 1995

Gender: Female

Mobile phone: 0924731003- 0912922501- 0910292263

Objectives:

TO secure a creative and challenging position in an organization with a professionally managed group; a position that will utilize my scientific and practical experience, knowledge and communication skills and will provide opportunity for professional and personal growth

Work Experience:

Inter Part Equipment Solutions Co.ltd: (2019-2021):

Accountant:

Through my working in interpart company, I have developed my skills in (attention with details, self-motivated, problem solving and other skills through my Responsibilities which it shows for you as follows:

- Keep track of assigned accounts to identify outstanding debts.

- Plan course of action to recover outstanding payments.
- Locate and contact debtors to inquire of their payment status.
- Negotiate payoff deadlines or payment plans.
- Handle questions or complaints.
- Investigate and resolve discrepancies.
- Create trust relationships with debtors when possible to avoid future issues.
- Processing and Recording Transactions such as Invoices , Returns...etc
- Obtaining Information from other Departments to ensure records are accurate and complete that accounts receivable ledgers and Journals are up to date.

Proziner Company: (April 2019 – August 2019):

Sales Representative:

- I was Responsible from contact with Customers in try of Convenience them about Quality of the company's Designs such as Posters, logos...etc and follow up with them until receive their orders.

VORTEX GROUP Company : (2018-2019) :

I have developed excellent analytical and leadership skills through my degree, as well as key communication skills through my work in the vortex groups which I worked as HR Specialist (9 Months experience) which I did the following job details:

Basic position: HR Specialist which I prepared the Employees attendance Record, Employees Salary sheet, making the incentives by percentage according to the employees performance and all things related for the HR.

Other positions: I worked as business Engagement Coordinator (Attending meetings

With huge companies to discussing with them about company products .

-Finance Accountant (A full Month experience of handling the save, &taking care of the allrevenues and expenses of the factory.

-Feasibility study: Experience of two Simple feasibility studies (Raw Materials costs& factory feasibility study of all the costs and machines.

-Reports Submitter: Submitting reports of operational planning for the tecon-plaste factory, as acase record after going to the court with the lawyer, reports about all the HR tasks and finally, the reports about of following up the deals of the machines needed.

Education:

- (2012-2018) university: The Ahfad University for women (AUW).
Major: business administration
Graduate: April 2018
Academic degree: bachelor's degree with distinction (Excellent)
- (2009- 2012) secondary: Shak Mostafa Almin (S.M.A) HIGH School.
- (2007-2009) Elementary : Alkalm Altyab primary school .
- (2001-2007) elementary: san- fransis school (camboni schools).

Language:

Arabic: mother tongue.

English: Excellent

German : A1.1

Professional work, training, Education:

- Trained in Bank Albarka- Alsajana branch- Khartoum, Sudan during the period from 14\6\2015 to 14\7\2015.
- Work in vortex group company as Support Function head and internal project planner,1\7\2018-March 2019.

Workshops in:

- Communication, team building and media
- Entrepreneurship, learning styles and brainstorming

- Finance, funding , and elevator pitch
- Marketing, branding, and competitive difference.
- Digital marketing (in the period from 12th of February till 17 of February 2017).
- Course of computer skills.
- Entrepreneurship (in the period from 9-12April 2018)

Skills:

- Work under Stress as a team player individually.
- Work independently or in group.
- Self-motivation.
- Have excellent time management.
- Self-motivation.
- Have excellent time management.
- Problem Solving Skills.
- Communication Skills.

References:

- DR Maha Magboul (lecturer in Ahfad University) Phone mobile: 0992400023
Email: mahoyaa2003@hotmail.com
- Dr Nuha Hassan Elmubasher (lecturer in Ahfad University).
- Dr Osman Abker (Accounting lecturer).