

Elaaf Mohammed Abualgassim Hamad

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Sudan –Khartoum

East Nile Hai El-Huda

SUMMARY

Extensive experience in disaster's management and environmental studies , I am always up to a challenge whatever the situation. I get along well with others, whilst also working efficiently on my own. Experienced Employee with a demonstrated history of working in government (Zakat) and in document management . Skilled in Microsoft Excel, Data Entry. Strong professional with a bachelor's degree focused in Environmental Study and Disasters Management from National Ribat University.

EDUCATION

National Ribat University (2014 / 2019)

Bachelor's degree in Environmental Study and Disasters Management

WORK EXPERIENCE:

Document Management at Um Haboya's Office (2021)

- Maintains database by entering new and updated customer and account information
- Entering and modifying data.
- Entering customer and account data from source documents within time limits.
- Data entry.
- Troubleshooting equipment issues such as creaking noises, etc.
- Documents management system.
- Reviewing job orders to make the right adjustments.
- taking messages and handling correspondence.
- Set up and operate printing machines.
- Performing maintenance tasks on the printing machine.
- Maintaining effective records.

Roads and bridges authority (2020)

- Disaster management by geographic information system.
- Dealing with spatial and descriptive data.
- Geo referencing.
- Lay out.

Top star aviation sciences training academy (2019)

- Basic ticketing reservation and E-Tickets reservation.

Bint Makly National Organization (2018)

- Disaster prevention.
- Training course in the Field disaster prevention and first aid of diarrhea.
- Volunteers of disaster prevention of diarrhea.

Zakat office Organization management department (2017)

- Compiling, verifying accuracy and sorting information to prepare source data for computer entry.
- Reviewing data for deficiencies or errors, correcting any incompatibilities, and checking output.
- Case study.
- Data entry.

SOFTSKILLS

- Adaptability
- Collaboration
- Strong Work Ethic
- Good analytical and problem-solving abilities
- Time management Skills.
- Multi-tasking and ability to prioritize competing demands.
- Strong decision maker.
- Verbal and written communication.

HARD SKILLS

- Microsoft Office. Proficiency in Excel and Word.
- Good with numbers and data analytics. Highly proficient in MS-Excel application.
- Strong attention to details and organizational skills.
- Typing and note-taking.
- GIS(Geographic information system)

LANGUAGES

- Arabic (Native).
- English (Fluent).