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Personal information :

Name: Salma Salahaldeen Dafaallah Ahmed

Sudan – Khartoum

Place of birth: Aljazeera State - Alhilalya

Date of birth: 18/8/1995

Mobile phone: +249990258580/ +249115572378

E-mail: Saloomsalah88@gmail.com

Marital status: Single

Career Objective

In My pursuit for personal excellence I search for companies that will test my capacity skill acquired knowledge enable me to maximize every possible opportunity in my desire due to yield the optimum result beneficial for both the company and me .

Education

Sudan University of Science & technology, Qualification award Bachelor degree of Science in Business Studies form Major in **Applied Economy** October 2016.

Certifications:

- Bachelor of Applied Economy.
- Sudanese Standards and Metrology Organization in Financial Department.
- Sudanese Islamic Bank, Financial Transfer Unit.

Highlights

Knowledge in Computer Science :

Microsoft office programs :

- Microsoft word
- Microsoft Excel Worksheet
- Microsoft power point presentation

Knowledge internet browsing

Handled client effectively by identifying need , quickly

Gaining trust, approaching complex situation and resolving

Problems to maximize efficiency.

Work Experience :

❖ Sudanese Islamic Bank (November 2017)

- As trainer I am responsible to providing general administrative and clerical support.
- Finalization of account complying with the accounting Standard.
- Attend to visitors and deal with inquires on the phone and face to face.
- Auditing quality checking.
- Process customer transactions and respond to customers Inquiries.
- Cooperate to other activities colleagues.

❖ Sudanese Standards and Metrology Organization (April 2018)

- Worked in Financial Accounts Department.
- Worked in Procurement Department.
- Assistant Head of Finance and Administration.

❖ ROMISA TRADING ENTERPRISE (10/4/2018-30/6/2018):

- Work in Administrative Affairs Departments
- Organizing Work Contracts.
- Preparing and printing letters for the company.
- Managing Company and Employee Files.

❖ **DAR AL-TAMLEEK For Construction & Constructing (1/7/2018 – 30/8/2020).**

- Prepare accounting statements and adjustment on electronic accounting programs.
- Preparing daily restrictions and recording income and expenses.
- Managing Customers accounts.
- Preparing Monthly Payroll.
- Logistics Officer.
- HR Administration Officer

❖ **مخلصون بلا حدود للشحن و التخليص الجمركي (2021/3/1-2020/9/1) (CWB)**

- Account Manager.
- Logistics Officer.
- Responsible for banking operations.
- HR Administration Officer.

❖ **BAIT ALAWAZEL FOR TRADING&CONTRACTION(2/3/2021-2/6/2021:**

- Work in Administrative Affairs Departments
- Organizing Work Contracts.
- Preparing and printing letters for the company.
- Managing Company and Employee Files.

❖ **Training courses BFT Training center (2/11/2019-18/11/2019)**

- Forex Trading Date from (2/11/2019-4/11/2019) (12 Hour).
- Micro Finance Date from (5/11/2019-7/11/2019) (12Hour).
- Operations of Banking Date from (9/11/2019-11/11/2019) (12 Hour).
- Professional Marketing Date from (12/11/2019-14/11/2019) (12 Hour).
- Elements of Banking Date from (16/11/2019-18/11/2019) (12 Hour).

Skills

- . Administrative
- Dedicated team player
- Public relations
- Good knowledge in Computer software.

- Good Knowledge of Banking Systems.
- Motivated and skilled cultivating good relations with clients and colleagues
- Trustworthy colleagues capable of dealing with constant challenges and leading change.
- Ability to work under pressure.
- Problem-solving skills
- An ability to stick to strict deadlines
- An ability to priorities and delegate.
- A keen eye for details
- Good English communication skills both verbal and written.

Languages:

- Arabic
- English (Very Good)