

Abdelmgeed Hassan Abdelmgeed Mohommad
Khartoum, Sudan.
Mobile: (+249) (922497003)
E-mail: abdelmgeed.dleel@gmail.com
gedodleel@gmail.com

Job objective

A dedicated enthusiastic professional with accumulated skills in Statistical and managerial field. A logical and analytical approach to solving complex problems and issues and possess the skills and ability to communicate concisely and articulately at all levels. also working comfortable in a team-oriented setting and possess the ability to work with a diverse group of people as well as leading a productive team and work well under highly pressurized and challenging working environments.

Education & Certificates

- Bachelor of Applied Statistics (Honours), College of Science, Sudan University of Science & Technology, (Sep. 2012).
Grade: Good.
Major: Applied Statistics
- IELTS Certificate, British Council, Sudan, (March 2018)
Overall Band Score: 6.5
CEFR: B2
Major: Academic

Professional Experience:

July 2017 - April 2019

Taibah College of Science and Technology

Khartoum, Sudan

College Registrar

- ✓ Responsible from registration and admission for students.
- ✓ Resolve and explain the procedures of admission face to face, phone and email enquiries in a timely and professional way.
- ✓ Receive registration forms from students, checking that the correct fees have been paid, accompanied with all necessary and correct documents.
- ✓ Create budgets for each semester costs and program expenditures (teachers and student's needs) also includes reviewing grant (budget) proposals.
- ✓ Use computer skills to ensure that all students' numbers have been issued and accredited from Ministry of Higher Education and Scientific Research.
- ✓ Returns original certificates after checking the eligibility of the candidates in a timely way.
- ✓ Record accurate students' biometric details on the College database. Maintain files, paperwork and computer records for the college records, including spreadsheets on registration, withdraws and resignations
- ✓ build and maintain partnerships and relationships with other colleges, and charity societies such as nonprofits, federal agencies and community organizations, in order to expand and increase the number of students who encounter a lack of fund to continue their studies, educate the public about the work of a particular foundation to bring programs to fruition
- ✓ Keeps institution informed about program development and ongoing activities by supplying reports. These reports might be generated weekly, monthly or quarterly.

Feb. 2017– June 2017

Ibn Sina University

Khartoum, Sudan

Employee in Academic Affairs

Working in Academic Affairs Office Responsible from :

- ✓ follow the examinations (Receive and deliver) from monitors
- ✓ Issuing Certificates for resignations students.
- ✓ Issuing release statement for last year students graduates.

August 2015 – September 2016

Alsalam College of Science and Technology

Khartoum Bahri, Sudan

Registrar of Diploma

- ✓ Provided support to all programs for college and ensured smooth functioning.
- ✓ Coordinated with designated school officials for various registry functions.
- ✓ Ensured compliance to all satisfactory academic progress policy regulations.
- ✓ Coordinated with support staff and external colleges envoys to prepare reports.
- ✓ Monitored attendance processes as per required procedures.
- ✓ Organized registration process in the college on quarterly basis.

October 2014 – January 2015

National Ribat University

Khartoum, Sudan

Statistical Analyst (Volunteer)

- ✓ Maintained the research database, renewed and improved it from time to time.
- ✓ Arranged analysis reports and be accountable to answer any queries, complaints or proposal.
- ✓ Assisted the association in performing data compiling, mining and psychoanalysis required to assess the given data.
- ✓ Participated in collecting, organizing, and interpreting data along with fellow colleagues.
- ✓ Adhering to guidelines about keeping data confidential.

September 2013 – October 2014

National Ribat University

Khartoum, Sudan

Registrar Assistant (Volunteer)

- ✓ Managing the Registration Office website to ensure that information is accurate and in a format that best meets the needs of the students and community.
- ✓ Engage in academic activities to develop and implement student information and registration systems. by Develop and implement operational policies and procedures.
- ✓ Supervising academic room schedulers.
- ✓ Performance related duties as required.

Training Courses:

- ✓ Advanced Certificate Course on Developing Technical and Vocational Education & Training (**TVET**) to meet **SDGs** of **UN**, The National Institute of Technical Teachers Training and Research (NITTTR), Chennai, India(Feb. 2018).
- ✓ Total Quality Management, Multi Vision Center. Khartoum, Sudan, (May 2016).
- ✓ Speaking Skills in English language, EDRAK Center. (Online), (August 2015)

Knowledge, Skills and Abilities:

- ✓ **Computer:** Proficiency in full set of MS Office applications, training and technical assistance
- ✓ **Presentation:** Developed ability to produce reports and presentations to a Professional standard with attention to details.
- ✓ **Analysis & Evaluation:** Proficient in assessing data and formulating Solutions by using SPSS to analyze data (questionnaires, reports).
- ✓ **Organizational:** Effective at time management and prioritizing tasks to Achieve deadlines and ability to coordinate various responsibilities
- ✓ **Interpersonal/Communication:** Excellent communication skills, Ability to communicate in public environment effectively, Negotiation, Problem-solving, Decision-making, and Assertiveness.
- ✓ **Personal Skills:** Ability to Work under Pressure, Self-motivation, Conflict Resolution customer, Leadership, Adaptability.

Language Skills:

- ✓ Arabic Mother tongue
- ✓ English Proficient.

References available on request