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 **Waad Abdalrahman Ibrahim Abdalrahman**

 Sudan, Khartoum.

I am looking to employ my knowledge and expertise with the intention of securing a professional career with the opportunity for challenges and career advancements.

* Personal information:

Name: Waad Abdalrahman Ibrahim

Date of birth: 5th August 1997

Mobile: +249967610798

Email Address: waaddd.313@gmail.com

Nationality: Sudanese

* Education:

 Bachelor’s degree in Management studies,

HR specialization at Ahfad University for Women (2014-2020).

* Work experience:

Trainee in DHL as a receptionist (November2018- December2018)

-Duties and responsibilities:

.Process orders and prepare correspondence to fulfill customer needs.

.Resolving product or service problems faced by customers.

.Transit information to the customers and facilitate issues resolutions.

.Scheduling appointments and also provide updates on shipments.

.Communicating with shippers, receivers and transportation partners to ensure smooth pickups and deliveries.

* Professional Skills:

Fast learner, willing to develop

Strong organization and communication skills

Good knowledge with Microsoft office.

* Volunteering:

Organizer in Refugee students support committee (RSSC) (July2016).

* Languages:

Arabic, English

 **Thank you.**