**Yassmein bahig Mohammed Ahmed**

**+249909000561**

**Ybahig99@gmail.com**

**Personal Information's:**

**Name : Yassmein Bahig Mohammed Ahmed**

**Date of birth : 18/12/1984**

 **Place of birth : Saudi Arabia**

**Gender : Female**

**Marital status : Married**

**Nationality : Sudanese**

**Address : Khartoum- Sudan**

 **Khartoum (2) street (49) home (38) near Khartoum 2 pharmacy.**

 **Mobile +249909000561**

**Email:ybahig99@gmail.com**

**Education:**

**1995-1998**

**Primary school: Union Girls school.**

**1999 -2001**

**Secondary school: Al- Manar Secondary Girls for high school.**

**2002-2007**

 **Jordanian Sudanese College of Science and Technology.**

**b.sc information technology administration .**

**2007-2007**

**Basic passenger fares & ticketing**

**2007-2007**

**Amadeus basic reservation course**

**2012-2013**

**Sudan Academy for Administrative Sciences.**

**Business administration**

  **Language**

**Mother Language: Arabic**

 **English : Good (Spoken & Written)**

**Computer skills:**

**Microsoft office (word, Power Point & Excel ).**

**Operation system (Instillation and administration)**

**Internet using (General and searching and E-learning)**

**Dealing with office machines , printer , scanners , Faxes and telephone .**

**Experience:**

* Secretarial Sales Manager of Saudi Airlines ( august 2007)
* Sales Officer, Arkan Travel & Tourism Agency (February 2008 )
* Customer service in Saudi airlines ( may 2008)
* A consular officer in the embassy of the united Arab emirates ( august 2008 – April 2016 ) .

**Personal talent:**

**Very good communication presentation and instruction skills -**

**-Ability to work under pressure**

**-ability to work in team**

**Controlling a team and assigning their task, ability to learn new task quickly -**

**Ready to travel indoors and outdoors and to relocate in different sites-**

 **Ready to work in multinational companies.-**