



ZEINAB MOHAMMED OSMAN SAEED

5A st. Al Mankool, Bur Dubai
Dubai, UAE
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- Date/Place of Birth: 26th Apr 1989/Sudan
- Nationality/Religious: Sudanese/Muslim
- Marital Status: Married
- Languages: Arabic, English.
- Political Activities: None

CAREER OBJECTIVES

To continue my career with an organization that will utilize my **STUDENTS GUIDANCE COUNSELOR & INTERNATIONAL AND MULTICULTURAL EDUCATION** knowledge and experience in addition to my **MANAGEMENT, SUPERVISION&ADMINISTRATIVE** skills to benefit mutual growth and success.

AREAS OF INTEREST

- An administration executive position utilizing leadership, planning, and communication skills to contribute to increased profitability.
- Coordinator & office Administration active listing, adjusting actions in relation to others action, time management, critical thinking using logic reasoning to identify the strengths and weaknesses of alternative solutions- conclusions or approaches to problem, negotiation, judgment and decision maker, social perceptiveness, management of personal resources, active learning, system analysis and evaluation, management of material resources and financial resources, operation analysis.
- Guidance Counselor with experience mentoring students ranging from elementary to College level both individually and in small mixed groups; specializes in at-risk students. Excellent time-management planning and presentation skills written and interpersonal communication proficiency and a dynamic ability to build positive rapport with several different populations.
- Seeking a role in an educational environment to apply a passion for providing students with the best path for their educational endeavors to grow and flourish.

5A St. 317 community
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ZEINAB MOHAMMED OSMAN SAEED SEED AHMED

C.V

EXPERIENCES

Jul 2017 – Jul 2018	Executive Secretary to the General Manager at AL Salam Rotana Khartoum.
Mar 2016 – Jun 2016	Administrative Director at Confluence International School of Khartoum.
Mar 2014 – Mar 2016	School counselor and welfare officer at Sudanese international academy - the British section.
2013 – 2014	Student's counselor and guidance officer at British Educational Schools (IGCSE section).
2013 – 2014	Trainee counselor at Ahfad University for Women, school of Psychology and Pre-education.
2011 – 2012	Trainee Student's counselor and guidance officer in British educational school (IGCSE section).
2011 – 2012	Private English tutoring.
2011	Volunteer at the British Council.
2010	English debates and was a part of school of psychology environment team in women week.
2010	International youth day in Ahfad University for women.

PERSONAL QUALIFICATIONS

- Team Spirit, sincerity and commitment.
- Excellent relations with subordinates, co-workers and management.
- Decisive, clear thinker, creative and energetic problem-solver.
- Arabic fluent, English excellent, French good.
- Multifunctional, open-minded.
- Excellent computer skills.
- Very fast worker and learner.

EDUCATION

Ahfad University for Women•2017 - 2019

- MA in Multicultural & International Education and Development.

Ahfad University for Women•2008 - 2013

- B.SC with Honor Degree in Counseling & Health Psychology

Kenana New High School for Girls •2003 - 2005

- High School

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TRAINING WORKSHOP

Aug 2013	The (I deal) program in War Child Org in co-operation with Ahfad University for women.
Mar 2012	A workshop about the role of Sudanese women in establishing peace in Sudan Ahfad University for women.
Oct 2011	Workshop about positive thinking and positive psychology in Ahfad University for women.
Nov 2011	Awareness field trip on Brest cancer and other issues that Sudanese local community is facing in Kasla.
2009 – 2011	French language study course in the French institute in Khartoum (two years).

REFERENCE CONTACTS

References are available upon request.

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