

Aya Omer Elagib Ali

Alain Alzaher UAE

Email: ayaaioia@gmail.com

OR

oaya84770@gmail.com

Contact No: +971552020775

OR

+971559723188

CURRICULUM VITAE

PERSONAL INFORMATION:

- Name: Aya Omer Elagib Ali
- Address: Al Ain, UAE
- Nationality: Sudanese
- Marital Status: Single
- Public service: Released
- Languages: Arabic – Mother tongue
- English – Fluent (Read, Write and Communication)

Profile:

- An astute individual with High acumen for learning and knowledge Multi-skilled, active, Hard worker, Punctual, Socially friendly and capable of functioning in stressful environment .

Academic Qualifications:

- Technical Diploma of English Language –Department of Arts – Alneelain University 2012.
- Bachelor of English Language - Faculty of Language and translation - from Almutarbeen University.
- PMP project Management professional by The American PMI (The American Project Management institute) Global Standard Institute from the Royal Collage of Polytechnic Study (2014-2015).
- Professional Certificate on Human Resources Management from Open to Study University Australia.
- ICDL International Computer Driving License.
- IELTS international English Language Testing System.
- Public Relation and information Department from Sudan University for Science and Technology.

Experiences:

- Royal collage of Polytechnic studies as office Manager and Assistant General Manager 2012 till 2015.
- The Grand Holiday villa as Administration and office manager 2015 -2020.

Skills:

- a. An excellent knowledge in contacting people and customers and get thoroughly with a flexible Personality.
- b. Flexible on Priorities of the operations with clear result oriented targets.
- c. Ability to work in a team environment and coordinate assignments to achieve common goals.
- d. Ability to deal patiently and tactfully with people and customers of different nationalities and cultural backgrounds
- e. Strategic planning and leadership orientation skills
- f. Study & Research Skills.

Volunteerism:

- g. I have been involved with many youth voluntary Groups such as Sudanese Childhood Diabetes Association as public Relations Executive .
- h. also Part of 99099 Children's Cancer Hospital Association public Relations head of department.
- i. have been involved also with World Council for the Welfare of the Blind Association in Sudan.

Reference:

- | | | |
|----------------------------|-----------------------|----------------------------|
| 1. <u>Richard MC.Adams</u> | <u>00353871260265</u> | <u>Royal Collage uk</u> |
| 2. <u>Osman Abdu Allah</u> | <u>00971559723188</u> | <u>Grand Holyday Villa</u> |