

Hiba Eltahir Sir Elkhatim Hassan Taha



(Whatsapp): +249 911 996 810

Phone: +971 543 259 829

E mail.: hiba.903@hotmail.com

E mail: hibataha903@gmail.com

OBJECTIVE:

Seeking a position in a dynamic organization where I can utilize my skills and experience in a competitive environment that offers professional growth and satisfaction building on my creativity, innovative skills.

SKILLS:

- * Proven leadership skills involving managing, developing advising and motivating a team to achieves objectives.
- *Proficiency printing on computer
- *The ability to work under pressure
- *Team leadership and team work
- *Verbal and Written English Language
- *Good knowledge of market research techniques and databases
- *Good knowledge of operating electronic and office devices
- * Ability to work for long hours with minimal supervision.
- * Self-Motivated.
- * Decision Maker; how to choose the shortest and right solution for fixing issues.
- * Good communication skills in both English and Arabic.
- * Full optimal Office and computer skills.
- *Excellent knowledge of electronic archiving, file archiving and arranging.
- *Excellent knowledge of social media and online applications

WORK EXPERIENCE:

- * Secretarial and office management (8) years-ministry of health Sudan
From Dec2013 Up to Sep2020
- *Public Relations and Media Officer - Ministry of Health (5) year
From Sep2007 Up to Dec 2011
- * Experience as a marketing assistant (1) year. Dear Body London
Company
From 2018 Up to 2019

TRAINING AND COURSES PERIODS:

I obtained a certificate of practicing journalism from the National Council for Press and Publications in 2005

I obtained a training certificate in executive secretarial and office administration in 2007

I received a training certificate from the Sudanese National Press and Publications Council in the field of media handling of medical issues in 2008

I obtained a training certificate in the field of computer typist from the Training and Development Academy in 2002

I obtained a training certificate from the National Program for Reproductive Health, in cooperation with the United Nations Population Fund, on a training course for media professionals in reproductive health issues in 2012

I have accumulated experience in networking and internet marketing

I have experience in marketing and general services

PERSONAL PROFILE:

- *Date of Birth: 10/ Jan 1981*
- *Place Of Birth: medani-Aljazeera State- Sudan*
- *Residence: United Arab Emirates -Al Sharjah - alnhada 2-*
- *Nationality: Sudanese*
- *Gender: female*
- *Marital Status: Married*
- *Address work: United Arab Emirates - Al Ain - Ultimate Care Medical Center14St hamdan bin hamad*
- Languages: English and Arabic (mother)*

PASSPORT DETAILS:

Passport No: P04295299

Issue date: 27/11/2017

Expiry date: 26/11/2022

EDUCATION QUALIFICATION:

Diploma of press & public relation from Sudan University of science and technology

Date Of Graduation: 18/8/2002

REFERENCE:

Dr. Hmooda kafi -ministry of health **Sudan – mob: 00249912884982**

Dr. Yassir Sir alkhatim Hassan- ministry of health – **UAE**

mob:+971526680744