



ALAA AHMED GASMELSYED MOHAMED

Office Assistant

PROFILE

Office Assistant with self-motivated, enthusiastic, and hardworking, with skills in connecting with people in person and over the telephone. Highly efficient and energetic, with a special focus on providing customers with services also Performing administrative tasks.

CONTACT

ADDRESS: DUBAI

PHONE: +971566437240 - 043579876

EMAIL: Alaa.elseed2020@gmail.com

LANGUAGE

Arabic: Native

English: Very good

PERSONAL INFO

D.O.B: 07/07/1986

Gender: Female

Nationality: Sudanese

TECHNICAL SKILLS

Coding Languages

Java, HTML, CSS, XML, Java Script and Word press

Systems

Microsoft Windows 10, 8 & 7, Microsoft Office, Oracle and SQL server

PERSONAL SKILLS

- Good communication skills.
- The ability to work under pressure.
- The ability to work multi task.
- Time management
- Problem solving skills

REFERENCES

Telal Abubaker - UNITED INSURANCE CO.(SUDAN) LTD
Senior Assistant Manager
NO: + 249912253863

EDUCATION

Sudan University of Science and Technology

BSc Computer Science

2004 – 2008

University of Khartoum

Postgraduate Diploma in Business Administration

2015 – 2018

WORK EXPERIENCE

UNITED INSURANCE CO. (SUDAN) LTD – Khartoum - Sudan

March 2016 – Dec 2019

- Greet clients and visitors with a positive, Helpful attitude
- Answering, forwarding and screening phone calls
- Sorting and distributing mail.
- Preparing meeting and training rooms.
- Scheduling appointments.
- making copying, faxing, taking notes and travel plans.

Sudan University of Science and Technology – Khartoum – Sudan

Registrar's office

Feb 2008 – Jun 2010

- Issuance of certificates

Sudan University of Science and Technology – Khartoum - Sudan

Teaching Assistant (Collaborator)

Oct 2008 – July 2009

Department of Studies Nested

