

Curriculum Vitae

Personal Information

Name: Sara Abd Elmonieum Abd Allah Omer
Gender: Female
Date of birth: twenty first of October 1996
Place of birth: Omdurman – Sudan
Marital Status: Unmarried
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Residence: Khartoum state / Omdurman/alhatana shimal

Objectives

I am a hard worker with an interest in working with like-minded people in creative environments. I have worked to extensively tight deadlines in multiple work environments; in the office.

I enjoy working with peers and look forward to meeting new people in all prospective work environments.

Education

- Sudan academy higher school (2011-2012) –idress Higher School Certificate (2013).
- Bachelor of Applied Statistics college of science Sudan university of science and technology.

Professional Experience

- certificate of ICDL from School of Math Khartoum university:
 - Basic concepts of information technology.
 - using a computer and managing files.
 - word processing (Microsoft Word 2003)
 - electronic paper (excel 2003)
 - Databases (Access 2003)
 - Presentations (power point 2003)

-Internet and communications.

- Training of Al-Baraka Bank:

Inbound conversion and outbound conversion, debit and credit cash, customs form.

- 16 month with ALNILIEN BANK MODEL BANKING BRANCH in various departments include documentary credits ,foreign exchange and import/export.
- Qatrat Amal Awareness Organization – Hayat center
Visit universities and schools to gives lectures and awareness exhibitions.
- Work as Coordinator in Marketing and sales department and head of digital marketing in Sniper software company , from 20/8/2019 – 19/9/2020 .

- **Skills & Experience**_____

- Excellent Photoshop skills .
- Ability to work under pressure.
- Dexterity to work in multinational environments.
- Good communication and inter-personal skills.
- Good Experience at using computer.
- Good experience in printing official letters and certificates.
- Excellent reports writing and presentation skills.
- Excellent marketing skills and background.

Languages (writing & speaking) _____

- Arabic Fluent.
- English Fluent.

Thanks for seeing my Curriculum Vitae

All original documents and certificates can be presented to you upon request