

Hala Zain al-Abedean Ahmed



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Sudanese Driving License

Date & Place of Birth 10/02/1986, Abu Dhabi

Personal Profile

Seeking professional opportunity exploited what I have studied and practice it with high qualification and ability to work under pressure in the fields of Business Administration or any job matches my specialty.

EXPERIENCE

Auditor

Al-Arabi Auditing & Finanical Co.

12/2017 - 12/2021 Khartoum, Sudan

- Coordinated 3+ member-audit team under the supervision of the company financial manager
- Collaborated with multiple business partner organizations to identify operational risks for (retail, manufacture, energy, financial service)
- Led 10+ company audits across different business sectors
- Handled 20+ portfolio companies
- Completed 3 field audits for premier clients within allotted cycle time

Administrative Assistant

Oshac Consultancy

06/2016 - 06/2017 Khartoum, Sudan

- Promoted from an admin assistant to executive secretary in less than 1 year
- Performed full range admin support for the company's GM
- Ran and managed GM's office and ensured smooth running of the service
- Introduced reference guide and training guide for future employees

Executive Secretary

The Sudanese Insurance & Re-insurance Co. Ltd.

04/2016 - 06/2016 Khartoum, Sudan

- Interned at production section, accounting section, and financial claim section
- Updated databases and optimized catalogs of official records
- Created Excel templates for all required journal entries which reduced closing time by an average of 1 day
- Maintained production irregularities below specific percentage

Secretary (intern)

North Arrow Integrated Solutions Co. Ltd.

05/2015 - 11/2015 Khartoum, Sudan

- Organized recruitment campaigns, signed up 100+ new members
- Supported the company growth to 100+ employees
- Increased attendance at events by incorporating new system
- Scanned and filed 1000+ pages of documents

MY LIFE PHILOSOPHY

When you go through hardships and decide not to surrender, that is strength.

Arnold Schwarzenegger

ACHIEVEMENTS



Employee of the Month

Named employee of the month 3 times for best performance



Best Academic Research Award

Recieved Mr. Dawood al-Khalifa's research excellency award in public management, 2015

EDUCATION

High Diploma of Business Administration

University of Science and Technology

10/2016 - 12/2018 Khartoum, Sudan

BSc in Business Management

Ahfad University for Women

09/2009 - 04/2015 Khartoum, Sudan

LANGUAGES

Arabic

Native

English

Proficient

EXPERIENCE

Secretary (intern)

Ministry of Human Resources Development

10/2013 - 12/2013 Khartoum, Sudan

- Assisted Payroll Manager within the Organization for 100+ employees
- Managed all benefits information for 100+ for payroll purposes
- Supported office functions and oversaw daily operations for 50+ employees

SKILLS

SAP Data entry Microsoft Office e-Accounting

Advanced Excel MS Teams Zoom Cloud Meetings

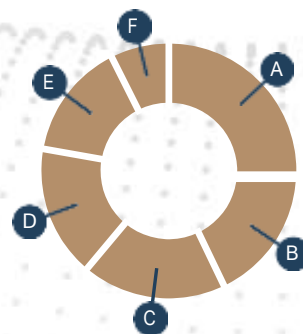
Microsoft Windows Exchange Email Management

TRAINING / COURSES

Diploma in Electronic Accounting

Sudatel Telecommunications Academy, August 2016

MY TIME



- A Reading
- B Time Management
- C Discussing ideas
- D Motivation skills
- E Family and friends
- F Entertainment