

# 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  
**Phone No:** +249 – 900300210 /+249-999827747/+249 – 110112984  
**Email:** [seroooz96@gmail.com](mailto:seroooz96@gmail.com)  
**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*