

CURRICULUM VITAE

PERSONAL DETAILS:

Name : Mohammed Abdel Hafiz Mohammed
Nationality : Sudan
Gender : Male
Date of Birth : 14-06-1985
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Email : mohammedalkhalifa1985@gmail.com
Address : Dubai UAE
Passport No : P3141325
Visa Status : Visit Visa



CAREER OBJECTIVE :

I am a very hardworking, self-motivated and very flexible individual who enjoys working as a team and handling challenging tasks because they present me with the ability to learn more hence adding to my knowledge and skills. I am results-oriented and I love getting to learn new experiences, meeting new people and sharing ideas.

EDUCATIONAL QUALIFICATIONS :

Omdurman Ahlia University **2006 to 2010**
Bachelor Business Administration College of Economics.

TRAINING & COURSE

Diploma Electronic accounting from 21-02-2016 to 26-03-2016

☐ Quack Box - Exile Advance Access, Power point

Telecommunication centre Khartoum state.

Diploma application computer science at an international centre
Professional technical

Diploma of English language at Alwaleed center

Training mainstay of electricity department Of human resource management

WORK EXPERIENCE :

worked as Data entry typist English and Arabic language and make research for Bachelor degree – Master degree translation, Graphics designer from Sep-(2013 to Nov- 2015).
worked reception & call centre at Zain telecommunication centre from (2016-2018)

DUTIES & RESPONSIBILITIES :

- ☐ Greet customers entering establishments
- ☐ Answer customers' questions, and provide information on procedures or policies
- ☐ Resolve customer complaints.
- ☐ Communicate customer requests to managements
- ☐ Ensure high levels of customer satisfaction through excellent sales service

Worked Awab Security Company as a Security Guard in Sudan (5th July-2018 to 20th Dec- 2018)

Worked cast construction company in time keeper & Tasks of the Administrative Affairs Department in Dubai :

- ☐ Supervising all operations related to personnel affairs.
- ☐ Follow-up staff attendance and departure.
- ☐ Control work within departments and sections.
- ☐ Receive employment requests and end the procedures of employees whose relationship has ended with the Deanship.
- ☐ Keeping and tabulating data and information related to the Deanship's employees in the computer.
- ☐ Study the deanship needs of jobs, specialties and qualifications.
- ☐ Preparing statements about employees, assignment.

Work as a sales assistant Company Bizyanos Sudan .

- ☐ Receive payment by cash, check, credit cards, vouchers, or automatic debits.
- ☐ Issue receipts, refunds, credits, or change due to customers.
- ☐ Count money in cash drawers at the beginning of shifts to ensure that amounts are correct and that there is adequate change.
- ☐ Establish or identify prices of goods, services or admission, and tabulate bills using calculators, cash registers, or optical price scanners.
- ☐ Issue trading stamps, and redeem food stamps and coupons.
- ☐ Cash checks for customers.
- ☐ Assist the sales in the retail market activities
- ☐ Maintain outstanding store condition and visual merchandising standards

PERSONAL SKILLS:

- Good Deal with Team Different People within Different Cultures .
- Proficiency Computer Science .
- Ability to Work at Any Pressure
- Good Cooperation with College and Customer .
- Ability to Innovate New Ideas .
- Flexibility in Performance .
- Continues Development .
- Ability to Interact With a Team Work .
- Excellent Communication and Negotiation Skills .
- Ability to Manager Efficiency .
- Creative, Active, Friendly and Operative .

OTHER SKILLS:

- Punctuation .
- Good communication skills.
- Good management.

LANGUAGES

- English (Excellent).
- Arabic (mother tongue).

REFERENCES:

- Will Be Available Upon Request

DECLARATION

I **Mohammed Abdel hafiz Mohammed** declare that the information presented above is strictly binding on to me.