

Mozan Imad Salih Saad

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PERSONAL STATEMENT

Dynamic young professional, highly motivated with strong interest to work and develop experience, with focus on delivering quality administrative and project implementation and monitoring results. Follow up the implementation of action plans in accordance with organizational policies, regulations. I have strong ability to work under stressed and demanding conditions willingness to acquire relevant competencies for personal development.

KEY COMPETENCIES

- Networking and Relationship building
- Customer care and orientation
- Communications and presentation skills
- Teamwork and respect for diversity ▪
Proven ability to organize and prioritize.
- Fast learner and passionate about delivering excellent ▪
Result orientation.
- Campaign planning Market research

EDUCATION

- **2014-2017:** BSc. in Banking Information System, Sudan Academy of financial and Banking Studies, Khartoum, Sudan. This degree involved academic courses in information banking System include management and banking studies in addition to information system and technology studies.
- **2010-2013:** Secondary School, Secondary Certificate, Khartoum, Sudan
- **scholar 2020 2021:** MSc. Global MBA in Impact Entrepreneurship University Cattolica del Sacro Cuore Milan, Italy.

TRAINING AND SHORT COURSES

- Marketing and sales integrated.
- Art of Promotion and Professional Advertising.
- ITIL Version4.

- Agile Management Using Scrum.
- E4impact initial boot camp.
- OrangeCorners Sudan2020 Boot camp.

EMPLOYMENT PROFILE

*June 2018 - Present: **Account Manager (Business development), Electronic Banking Services (EBS) CO - Khartoum, Sudan** Duties and Responsibilities:*

- Developing strong relationships with customers,
- Connecting with key business executives and stakeholders and preparing follow up reports
- Answer client queries and identify new business opportunities among existing customers.
- Maintaining updated knowledge of company services.
- Resolving complaints and preventing additional issues by improving processes.
- Collect information, and ensure that company offerings meet the individual needs of clients
- Reporting clearly on weekly-Monthly the customer status to my managers.
- Field Visits: Number of visits to offer best practices, Strategic advice, consulting, knowing the issues facing customer business at all.
- Strategic Calls – Number of calls made to offer best practices, strategic advice, consulting, gathering customer issues

*December 2018 - February 2019: **Project coordinator, Electronic Banking Services (EBS) Co - Khartoum, Sudan** Duties and Responsibilities:*

- Maintaining and monitoring project plans, project schedules, work hours, budgets and expenditures.
 - Organizing, attending and participating in stakeholder meetings.
 - Documenting and following up on important actions and decisions from meetings.
 - Preparing necessary presentation materials for meetings.
 - Ensuring project deadlines are met.
 - Determining project changes.
 - Providing administrative support as needed.
 - Undertaking project tasks as required.
 - Ensuring projects adhere to frameworks and all documentation is maintained appropriately for each project.
 - Assess project risks and issues and provide solutions where applicable. ▪
- Create a project management calendar for fulfilling each goal and objective

INTERNSHIP & JOB TRAINING:

- *2018: Electronic banking services Co. Sudan Marketing and sale coordinator*
- *2017: Ministry of tourism international relations*
- *2016: Export sale trainee in Kenana Sugar Company*
- *2014: Albaraka Sudanese Islamic bank IT trainee*
- *Bank of Khartoum marketing trainee*

SKILLS

- **Languages:** Arabic (*Mother tongue*), English (*Fluent*),
- **Computer:** Word (*Proficient*); Power Point (*Proficient*); Excel (*Proficient*); and Outlook (*Proficient*).
- **Professional skills:** Celoxis software (Expert); SMACC software (Expert); MS project (Expert); QuickBooks (Expert)
- **Interpersonal:**
 - Flexibility, hardworking and ability to work in team;
 - Tolerance of hardship;
 - Respect for diversity (gender, religious and ethnic, etc.).

REFERENCES

- 1) Dr. Mohamed Elsayed Abdelmomen, UNIDO Country Representative, Sudan, Cell: +249912174325, Email: m.abdelmomen@unido.org
- 2) Mohamead Hassan
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