

PERSONAL INFORMATION

Montaha Hassan Khogali Mohamed

Address: House No. 339 , Block No. 5, Kafori , Khartoum .

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Email: montahakhogali@gmail.com

Nationality: Sudanese | **Sex:** Female | **Date of birth** 27/06/1998

OBJECTIVE

I seek challenging opportunities where I can fully use my skills for the success of the organization.

EXPERIENCE

Training in Sudanese Agricultural bank

Aug 2018 - Oct 2018

Outline

- Get training in general accounts , investment, Administrative affairs , current accounts and clearing.

Telecommunication and post regulations authority

Nov 2021 – Nov 2022

Outline

- Working in Administrative affairs department which responsible for accounts and the inputs and outputs in stores.
- Working in general administration of planning which responsible for planning strategies.

SKILLS

- Business Administration
- Customer Experience
- Payment Processing
- Microsoft Office Suite
- Communication and management skills.
- Problem solving and decision making

Languages

- Arabic (Native Language)
- English (Foreign language)

COURSES

- ICDL Preparation
- Operation Management
- Planning principles and decision making
- E. Marketing
- Delegating mentoring and administrative guidance skills
- Computer skills
- Operational skills
- Save investment in economics crisis
- Project principles
- Mobile phone application for social purposes
- Project management professional

EDUCATION

The National Ribat University

Bachelor's degree , Business Administration

Second Class Honours -Division II

2015 - 2020