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| Resume |
|  | Saria Sirelkhatim Ahmed Sobahi |
|  | **Managing Director .** |  |
|  |
|  | +249-928436845 | 僧 | 1989/11/11 |
|  | +201122416177 |  | Cairo-Heliopolis |
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 OBJECTIVE

To continue my career with an organization that will utilize my management, supervision and administrative skills to beneﬁt mutual growth and success.

To obtain a challenging leadership position applying creative problem solving and ﬁne management skills with a growing company to achieve optimum utilization of its resources and maximum.

**Director Manager */*** *15-Jan-2015-01-Aug-2021*

*Saffana Complex of Physiotherapy and Rehabilitation.*

Khartoum, Sudan

 EXPERIENCE

Responsibilities and duties:

\* Overseeing the daily routine operations of the company and supervising the work team members.

* Assign, hire, train, and evaluate staff performance and take action if necessary
* Develop and review administrative systems, processes and policies
* Setting the company's administrative objectives
* Work directly with accountants and department heads to prepare company budgets, monitor expenses, review payroll, and oversee other expenses.
* Plan, schedule and organize all activities that occur within the oﬃce such as meetings, job interviews, conferences, training sessions, and more
* Collect, organize and store information and data on computers and databases.

Supervising the employees who work in the administration department, and verifying their completion of daily oﬃce work in the required manner that achieves eﬃciency and

effectiveness.

Responsible for hiring, training, and evaluating members of the management team. Hence, developing and amending company policies and systems.

Assisting team members with some important ﬁnancial administrative matters such as

preparing ﬁnancial budgets, assigning job tasks to their owners, following up on project work, in addition to preparing schedules for organizing activities and events that include holding training sessions and job interviews.

* Supervising special projects and verifying that they are operating in accordance with the objectives of the company
* Ensure that operations within the company comply with the necessary laws and instructions
* Keeping abreast of all that is new in the world of management and organization
* Ensure that the oﬃce is equipped with all necessary tools and devices and verify the safety and eﬃciency of the work of all devices, tools and equipment.

**High Diploma in Business Administration */*** *2021-2022 Sudan International University*

Khartoum, Sudan

 EDUCATION

**Bachelor (Business Administration) */*** *2013-2017*

*School of Management Sciences - Khaurtom University*

Khartoum - Sudan

**Engineering of Aircraft Mechanics. */*** *2007-2010 Sudan University of Science and Technology.*

Khartoum, Sudan

 TRAUNING

**Training Course in Business Administration */*** *From 2021 Right Now CandianTraining Center of Human Development*

Training course in Business administration and how to come professional speaker and in recognition there of

**Training Course in Laws and Regulations Governing the Work. */***

*HR TOP Institute of Human Resource Management*

**Training Course in Computer Skills. */***

*International Center for Computer Science*

PROFESSIONAL SKILLS

Self Motivation , excellent

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Good Organizational Skills. , very Good Microsoft Oﬃce Suite

Verbal communication Active listening

Setting goals.

Time management

Team and hard work

Problem solving

Community service

Interpersonal skills (ALL GENDERS)

Experience in managing of small projects Ability engaging of a social media

Creative and Innovating The Flexibility

The spirit of cooperation Negotiation skills

* Accepting others for all backgrounds
* Video conferencing software



**LANGUAGES**:

-Bilingual, ARABIC is the mother tongue.

-ENGLISH, fluent in written and spoken ,writing, reading and understanding.

REFERENCE:

ABOU ALGASIM HASSAN SIDDIG

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