

Curriculum Vitae

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Personal Information:

Name: Amel Mohamed Osman Saeed Abdallah Sirab

Nationality: Sudanese.

Date of Birth: 11 JULY 1990

Gender: Female.

Marital Status: Single.

Address:

Nasir El- Thawra – Al Haram – Giza - Egypt

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Qualifications:

- Bachelor of Arts (English Department). Sudan University of Science and Technology **September 2012.**
- Master of Business Administration (MBA). Sudan Academy for Banking and Financial Sciences **2018.**

Skills:

- Highly developed communication and reporting skills (verbal and written) in both Arabic & English.
- Highly developed skills in use of relevant IT packages including MS Projects, Excel, Word, PowerPoint etc.
- Self confident and team player.
- Adapts well to change and work under pressure with different shifts and work environments.
- Client focused and business aware.
Self-motivated and highly organized.
- Conflict handling and resolution skills.
- Ability to work on shift basis.

Professional Experience:

- **Executive Secretary for the Dean of the Distance Education Deanship at Sudan University of Sciences and Technology May 2012 –March 2014.**
- **Administrative Assistant (Executive Office) - at Sudan Academy for Banking and Financial Sciences Dec 2014 Present Employer.**

Training and certificates:

- Training Course in Offices Management Skills (EBI - central Bank of Egypt) **March 2016.**
- International Computer Driving License (ICDL) **Feb 2015.**
- Training Course in essential computer skills **Aug 2014.**
- Training Course in Activating Sudan University's website content **Feb 2014.**
- Training Course in self-Strategic Planning **Jun 2013.**
- Training Course in Etiquette and Protocol **March 2013.**

Languages:

- Fluent Arabic.
- Good English.