

Curriculum Vitae

Name:– REEM ABDELRAHMAN ELBURAI MAKKI

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OBJECTIVE

- Seeking a position in institution that considers and values skills and knowledge where employees are motivated and challenged in healthy environment to maximize their productivity to achieve maximum customer satisfaction and profitability through quality services.

PERSONAL DATA

- Nationality: Sudanese.
- Marital Status: Single.
- Place of residence: Egypt _Cairo & Alexandria.
- Mobile Phone: +201124462032 _WhatsApp +024919412190 .

EDUCATION

- Sudanese certificate – 2008.
- B.B.A – HONOR – AL NEELAIN UNIVERSITY_Faculty of Atr_English language Department –September 2014.
- Principle of Air Transport – SCAA –August 2015.
- Principle of Ticketing and Fare Constructions – Cwmbron Science Training Academy – February 2018.
- Amadeus Basic Reservation Course – Amadeus –March 2018.
- Load Control – Cwmbron Science Training Academy – April 2018.
- Lean Six Sigma Yellow Belt– Experts May 2018.
- Digital Marketing & Copywriter, Contentwriter. _Afrotech Training Academy _June 2022.
- A Gaide to Misinformation and Disinformation _British Council UK(Online) _August 2022.

LANGUAGE SKILLS

- Arabic.
- English.

PERSONAL SKILLS

- Good Communication skills.
- I have a good knowledge in texts writing on social media.
- Willing to learn new technologies to be synchronized with the work Requirements.
- Able to work as a part of a team.
- Able to work independently.
- Good computer skills (Office, MS project).

AREAS OF KNOWLEDGE

- Secretary work.
- Language skills.
- Public relations.
- Computer skills.
- Social activities.
- Teaching skills.
- Marketing skills.
- Sales skills.

WORK EXPERIENCE

- National service – SCAA – Khartoum International Airport (2015–2016).
- Secretary at SCAA–Office of the Director Air Transport Department (2016–2018).
- Teacher's assistant –The Sudanese International Academy (2019– 2020).
- Sales coordinator _ Jahjum import & export (September 2022– up today).

REFERENCES

- Available if requested.

