

Mawada Khalifa

SECRETARY

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Alryyan-Alazizya-Alrufaa st.

Detail-oriented and proactive Secretary with over 2 years of experience in office administration and support. Proven track record of managing schedules, coordinating meetings, and providing exceptional customer service. Adept at using office software and maintaining organized records. With transferable residency.

Work Experience

Executive Secretary – Emaar Real Estate, Khartoum, Sudan (Jan 2021 – Present)

- Managed executive calendars, scheduled meetings, and organized travel arrangements.
- Prepared and proofread documents, reports, and correspondence.
- Coordinated office functions and maintained filing systems.
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Administrative Assistant

- Provided administrative support including answering phones, managing schedules, and coordinating events.
- Assisted with data entry and maintained accurate records.
- Developed and implemented office procedures to improve efficiency.
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Translation Agency

- *Worked on [Alsaafa projects]*
- *Collaborated with a team of translators and editors to ensure high-quality outputs.*
- *Conducted thorough research to ensure accuracy and relevance of translations.*

Education

UNIVERSITY OF
KHARTOUM

Bachelors Degree in Biology Science
2018

Skills

- Office management
- Scheduling and calendar management
- Communication skills
- Proficiency in office software (e.g., Microsoft Office, Google Workspace)
- Filing and record-keeping
- Customer service
- Attention to detail
- Willing to improve
- Drafting letters