

NAFISA MOHAMEDSALIH ALI AWADALLA



CONTACT

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Sudan-Omdurman-Wad Elbana

PERSONAL DETAILS

Date of Birth : 9/3/1990

Marital Status : Single

Nationality : Sudanese

Religion : Muslim

Gender : Woman

SKILLS

*Computer Skills: MS Office (Word, Excel Power point) * Proven communication and negotiation skills. * Ability to use office equipment (photocopy, printer, scanner,internet,etc.) *Ability to communicate with different personalities. *Good team working and ability to work independently *Ability to learn.

EXPERIENCE

Qatar Islamic Bank sudan

2016 - 2021

HR&Admin officer

HR & Admin Officer at QIB Sudan December 2018

Assistant HR & Admin officer at QIB Sudan January 2018

Assist HR &Admin Team on the following:

Manage documents related to medical Forum

Maintain leave tracking database.

Custodian of petty cash.

Qatar Islamic Bank (QIB)

November 2016 - December 2017

Receptionist

Receptionist at Qatar Islamic Bank (QIB) Sudan November 2016.

Main responsibilities:

Answer phone calls & answer questions.

Receive letters and send to through DHL & ARAMEX.

Filing documents.

Internship in Qatar Islamic Bank from April to November 2016.

Internship in DAL DAIRY Factory ,Human Resources Department Nov 2011

Internship in Kenana Sugar Company Limited, May 2010

Internship in AL Baraka (Sudan),customer care Jun 2009

Qatar Islamic Bank from April to November 2016.

April 2016 -

Internship

DAL DAIRY Factory ,Human Resources Department Nov 2011

November 2011 - November 2011

Internship

Kenana Sugar Company Limited, May 2010

May 2010 -

Internship

AL Baraka bank (Sudan),

Jun 2009 -

Customer care

EDUCATION

Ahfad university for woman _school of management

April 2013

Bachelor of Management, Honor Degree Business Administration Specialization-
School of Management Studies

2006

Alnukhba Secondary School Omdurman–Sudan,- 2006.

