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Personal Information:

Name: Tarteil Mohamed Yousif Sharif.

Date of Birthday: 12/11/1995.

Nationality: Sudanese.

Current address: Egypt – Mariouteya Faisal.

Gander: Female.

Marital status: Single.

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Academic Qualification:

Al_ahfad University for women,

B.sc (honor degree) in Business Administration, Human Resources, graduation in 2019.

Professional Training:

Al Baraka Bank (All Department) (May, 2016).

Ministry of Petroleum and Gas (Human Resources Department) (April, 2017).

Work Experience:

- * Ministry of Energy and Mining (Administration Assistant in Norwegian Protocol) (Dec, 2019 – Dec, 2020).*



- *Preparing quarterly and annual reports.*
- *Preparing meeting minutes.*
- *Follow up on the foreign delegation during the visit.*
- * *Ministry of Energy and petroleum (External Relations Department) (Feb, 2021 – Dec, 2022).*
 - *Writing performance reports for the annual plan.*
 - *Preparing meeting minutes.*
 - *Follow up on ministerial committees.*
 - *Attending and coordinating ministerial committee meetings.*
 - *Coordinating external participations and events.*
 - *Writing reports.*
- * *Sudanese Red Crescent Society (**Volunteer**).*
- * *Accident Street Initiative (**Volunteer**).*

Other Qualification:

- * *Computer Certification.*
- * *Nursing Certification.*
- * *English for Entrepreneurship (Online).*
- * *Project Management Professional.*
- * *International computer Driving License (ICDL).*

Languages:

- * *English.*
- * *Arabic.*

Skills:

- * *Computer (MS windows, Word, Excel, Spss, Outlook).*
- * *Strong communication and negotiation skills.*
- * *Ability to work in group and under pressure.*
- * *Adaption to work with different working environment.*
- * *Initiative and flexible.*

References:

- * *Available Upon request.*

