## C.V

### 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.

Email: tarteilmohamed.tmm@gmail.com.

Phone no.: +201555065984.

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### Academic Qualification:

Al\_ahfad University for women,

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

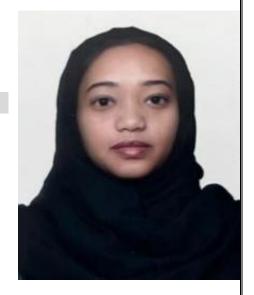
## **Professional Training:**

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.
- o 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.
  - o 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.