

Reham Elsheikh

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khartoum

Summary

Proficient Administrative Assistant with over 10 years of office experience, specializing in administrative work, problem solving, planning, and optimal assistance. Teaching Chinese language , and Had

experience as a Chinese instructor and as an administrator for several companies.

Experience

Assistant Manager

PDS • khartoum

07/2022 - Present

- Served as a helpful assistant to all office staff including the Accountant, Property Manager, Maintenance Manager, and Broker.
- Provided optimal assistance to the General Manager and handled a variety of tasks.

Chinese language teacher and institute assistant

Babylon Institute • Sharjah

07/2021 - 05/2022

- Promoted critical thinking skills by implementing strengthening exercises where appropriate.
- Worked one-on-one with students to address their specific needs.
- Encouraged student engagement and meaningful class discussions.

Assistant Manager & Translator,

Hongyi International Investment Company • khartoum

08/2019 - 06/2021

- Worked to alleviate executive overload by handling all customer interactions for company including walk-ins, email, phone, and fax interactions.
- Provided translation services in a variety of settings.

Secretary Assistant

Elpirnce Investment and Service Company • khartoum

01/2013 - 07/2019

- Worked well independently and on a team to solve problems.
- Served as a friendly, hardworking, and punctual employee.
- Organized and prioritized work to complete assignments in a timely, efficient manner.

Tutor and Administrative Assistant,

University of Khartoum, Confucius Institute • khartoum

11/2010 - 12/2012

- Performed a variety of administrative duties, including answering phones, taking and delivering messages, writing memos, making copies, faxing documents, and greeting visitors.
 - Continually served as a helpful and enthusiastic assistant with a proven track record of doing work in a timely and professional manner.
 - Worked to empower students on their journey to success.
 - Monitored the progress of students and made adjustments in lesson plans when necessary.
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Skills

Communication skills, Teamwork, decision making, Leadership, Chinese, Microsoft Office, Problem Resolution, adaptability, self-motivation, leadership and teamwork

Education

Chinese language

Northwest Normal University Lanzhou • Lanzhou, Gansu

07/2010

I was studied Chinese language for one year, in Northwest Normal University

Chinese language & mass communication

University of Khartoum • khartoum

08/2008

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