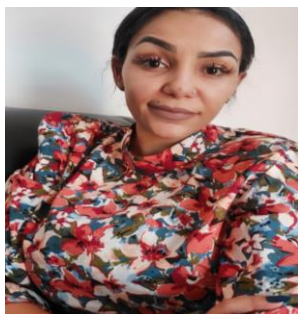


Curriculum Vitae



Mawada IBRAHIM YOUSIF ALI

PERSONAL DATA :

- **SURNAME:** Ali
- **FORENAMES:** Mawada Ibrahim Yousif Ali
- **DATE OF BIRTH:** 22/1/1988
- **SOCIAL STATUS:** Single
- **NATIONALITY:** . Sudanese

ADDRESS: - Sudan, Khartoum north, Sq. No 3, Shambat

-Mobile: 00249911335544/00249117335544

-E-mail: wedaali22188@gmail.com

Professional Highlight:

I am a professional administrative assistance and office management with more than 8 years of national and international administration experience and a strong academic background with a B.A degree in management accounting and finance specialization form one of the best reputed Universities, University of **AHFAD UNIVERSITY FOR WOMEN**, In addition to my studies of law at the largest university in Sudan, Al-Neelain University, and my license as a lawyer, and my knowledge of legal affairs and contracts and what any organization needs regarding its contracts, through my work in a legal office for about a year.

During my experience, I developed my skill set through extensive training programs as well as computer skills.

As administrative assistance, I worked in various areas of administration mainly focused on coordination and liaison activities. I was selected for my present position at the Embassy of the Hashemite Kingdom of Jordan through a competitive examination in Sudan and later on went through an extensive training related to coordination in the field of management, I worked on

many things the most important of which are the procedures of the embassy's protocol, how to prepare daily political and economic reports, follow up on the most important events on social media, and some of the consular affairs and what is related to documenting certificates and cultural work.

I worked on a temporary contract with **UNAMID** in El-Fashier and Khartoum in the travel department, and I learned a lot from my colleagues in the field of work in organizations, that make me fully aware of all matters related to travel and airline tickets due to my previous work in many travel and tourism agencies, especially at **UNAMID** due it has many different nationalities that require dealing with them.

EDUCATION

Date Award From/To	School	Certificate
2000	San-Francis-Khartoum	Primary school certificate honors
2003	Sister's School – Khartoum	Intermediate school certificate honors
2006 2011	Ahfad University For Women – Sudan 2006- Elnileen University – Sudan 2004-2008	B.A

QUALIFICATIONS:

- B.S.C Accounting & Finance ,
School of management Studies , Ahfad University for Women,Omdurman,
Khartoum Sudan - April 2011.
- Bachelor of law, Elnileen University
Khartoum – Sudan - January 2009

- Pass of Bar exam ,Ministry of Justice

Khartoum – Sudan - August 2010

SKILLS:

- Fluent English language , speaking and writing
- Computer skill gave me opportunities to career client data base

COURSES & TRAINING:

- Certificate from IATA about “ Serving the Travel customer " August 2017.
- Galilo all courses

Khartoum – Sudan – Travelport company – elamarat street (29) –January 2018

- Certificate of attendance Amadues basic reservation course

Khartoum – Sudan – Amadues company – Elamarat street (3)- 26 May 2019

- Sudan Airways Certificate Basic of pricing & ticketing course (100%)

Khartoum - May 2016

- Certificate from Frankfurt school of finance & management to certify about successfully participated as member in focus group on “ YOUTH FINANCIAL SERVICES” May 2011

- Complete rural extension course Ahfad University for women – May 2010.

- Clearance from national service Ministry of justice

Khartoum – Sudan- June 2010.

- Training certificate with microfinance unit Bank of Khartoum

Khartoum – Sudan – April 2010.

- Training certificate with accounting , transferring & investment Islamic co.
Operative development Bank

Khartoum – Sudan – July 2008.

- Diploma of computer sciences Norton computer sciences & services center
Omdurman – Sudan – June 2006

WORKS:

- Embassy of the Hashemite Kingdom of Jordan

Personal assistant to the ambassador, following up all events through social media, and daily preparing political and economic reports;

Khartoum - Riyadh - Mecca Street from August 2021 till March 2023.

- Olympia travel & tourism agency

Ticketing & reservation staff, Khartoum + Elfashir –Unamid branch;from May 2017 –
December 2018

- Snas travel & tourism agency

Ticketing & reservation staff, Khartoum; sales office from February2017 – May 2017

- Berk travel & tourism agency

Ticketing & reservation staff, Khartoum; Elwaha mall from April 2016 - January 2017

- Low cost travel center

Supervisor, Khartoum jamhouria branch ; from December 2015 -March 2016

- Low cost travel center

Ticketing & reservation staff, Khartoum; Bahri branch from October2013- November
2015.

- K-Town travel & tourism agency

Ticketing & reservation staff, Khartoum; NO 2 ; from February 2012 –May 2012

- K-Town for multiactivities

Office manager; Khartoum; from July 2012 – September 2012

- Work at Aziza Esmat office of law

Secretarial and legal translator; Khartoum; Katrina Street

REFERENCE:

- Available when request

Sig.: Mawada Ali