

Nagla Hassan Mohamed Hassan Bairam

Khartoum

Sudan

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Contact Preference:

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:+249123759460

Objective I'm professional seeking a career in computer science. I am capable of achieving personal objectives as confirmed by successful completion of my qualifications and committed to work experience activities. Self-motivated results oriented initiative taker with a good capacity to work under pressure, excellent computing knowledge and a very high level of commitment looking to apply current and newly acquired skills in a demanding role.

Personal Information

Name	Nagla Hassan Mohamed Hassan Bairam
Date of Birth	27/5/1986
Country of Birth	Sudan
Nationality	Sudanese
Gender	Female
Military Service	Free
Address	Al_Sahafa Zalat \ Square 27

Education

- **The National Ribat University May 2008 Khartoum, Sudan**

Bachelor of Computer Science Second class honors_ Division one

Training Courses:

- Management of Leader's offices (Executive Secretary) In
(THE INTERNATIONAL ACADEMY)
 - Workshops on:
Rules of Origin (WTO)
 - Trade Remedies (WTO)
Cross Borders Trade (COMESA)
 - Intellectual property under the Belt and Road Countries (online China)
 - Establishment of Industrial Parks and Economic Development of Belt and Road Countries (Online China)
 - Seminar on Commercial Circulation System Construction for Developing Countries.
 - The Seminar on Modernization of Governance System and Governance Capacity for B&R Countries
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Experience

Date	1- May -2010 Till 30- April-2017
Company	ALOOM FOR TRADING INVESTMENT CO.LTD
Title	Exporters Department Employee
Location	Khartoum, Sudan, Al Amarat 37 street
Work Description:	<ul style="list-style-type: none">• Create an export contract• Extracting the EX form• Extracting the IM form• Issuance of a certificate of origin• Reserving containers from shipping companies• Extracting the bill of lading• International Surveyor:<ul style="list-style-type: none">• Quality Certificate• Weight Certificate• Issuance of fumigation certificate• Issuance of phytosanitary certificate• packing List• Invoices

Date 1 May -2017 Till 31 December 2017
Company UNION OF CHAMBERS OF COMMERCE
Title **Acting Executive Director of the National Chamber of Exporters**
Location Khartoum, Sudan, Khartoum

Work Description:

- Contacting with exporters.
 - Emailing.
 - Attending conferences.
 - Typing reports for conferences.
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Date 1 February - 2018 Till Now
Company **UNION OF CHAMBERS OF COMMERCE**
Title

- Secretary
- Research and information department employee (IT)
- Authentication of certificates of origin
- Membership Certificate
- Acting Executive Director of the National Chamber of Importers
- Acting Executive Director of the National Chamber of Exporters

Location **Khartoum, Sudan, Khartoum**

Work Description:

- Manager's Secretary.
- Website supervisor.
- SMS Bulk supervisor.
- Emailing.
- Attending conferences.
- Typing reports for Conferences.
- Documenting of Origin Certificates.
- Membership Certificate.

Skills

- Good organizational skills.
 - Good personality, energetic and smart.
 - Ability to speak English and Arabic fluently.
 - Good communication and interpersonal relationship skills.
 - Ability to tolerate and co-ordinate human differences.
 - Dynamic team player with willingness to learn.
 - Result oriented.
 - Good sense of responsibility.
 - Effective administrative skills
 - Self-confident, initiative, professionalism and respect for cultural diversity.
 - Good command of Windows Operating Systems.
 - Microsoft Office.
 - Photoshop.
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