

Hiba Elshiekh Khider Ahmed

Admin & Finance Officer



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ABOUT ME

Eager to find a job that allows me to learn and develop my professional scope and skills, and to add up competencies that will aid in effectively achieving my personal goals.

EXPERIENCE



Admin & Finance Officer

Partners in Development Services (PDS)

OCT 2019 **Present**



Sales & Marketing Support

Nilogy for IT Solution

SEP 2017 **OCT 2019**



Sales & Marketing Executive

Talya – Properties Company

DEC 2017 **SEP 2018**



Marketing & HR

Rofida Company

Apr 2014 **JUN 2014**

EDUCATION



Accounting and Management Studies

Ahfad University for Women

AUG 2012 **APR 2016**

PROFISSIONAL SKILLS

- MS Office (Word, Excel, PowerPoint)
- ERP System (CRM & Accounting Modules)

LANGUAGES

- Arabic (Fluent)
- English

PERSONAL SKILLS

- Team worker
- Time Management
- Ability to inspire and motivate others
- Planning Skills
- Ability To Work Under Pressure
- Self starter, Proactive with sound judgment

COURSES

- **Soft Skills**
- **Sales Effectiveness**
- **Building a sustainable Future**
- **Business English Course**

REFERENCES

Available on request.