



# EMAN IBRAHIM ABDELRHMAN MOHAMED

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## OBJECTIVE

To work in an environment which encourages me to succeed and grow professionally where I can utilize my skills and knowledge appropriately.

## PERSONAL DETAILS

- Date of Birth : 03/11/1996
- Marital Status : Single
- Nationality : Sudanese
- Place of Birth : Sudan

## EDUCATION

- **Ahfad University for Women - Omdurman, Khartoum**  
2014 - 2020  
Bachelor's Honors Degree in Business Administration concentrate on Procurment and Supply Chain Management

## EXPERIENCE

- **Primus Trading & Investment.ltd CO**  
01/01/2021 - 01/01/2022  
Sales & purchase department
- **Bank of Khartoum**  
28/09/2021 - 27/10/2021  
Trainee
- **Al Nile Bank**  
24/04/2018 - 24/05/2018  
Trainee

## ADMINISTRATIVE SKILLS

- Excellent Administration skills
- Able to organize teamwork
- Good coordination skills
- Report line skills
- Excellent communication skills
- Microsoft Office skills

## **LANGUAGE**

- Arabic - mother tongue
- English - fluent

## **INTERPERSONAL SKILLS**

- Hard worker, able to work in a team, and organized
- Deal effectively with conflicts
- Reliable and responsible work ethic
- Independent, autonomous, creative, productive
- Proactive approach to solve problems
- Able to learn new job quickly and adapts to changes

## **CERTIFICATES**

- Introduction & Windows/ advance Excel & SMACC (5) application 2021
- Ahfad University for Women - Khartoum- 2014  
computer fundamentals (Microsoft Office access - word - excel - powerpoint ) online  
internet application  
Computer Certificate