

Sofia Ali

- **Location:** UAE - Sharjah
 - **Phone:** +971 567385025
 - **Whatsapp:** +249 121667076
 - **Email:** sofiaali088@gmail.com
 - **LinkedIn:** linkedin.com/in/sofia-ali-34664655
-

Summary

Detail-oriented and committed Biomedical Engineer with over three years of experience and a master's degree, seeking a challenging position as a Document Controller. Proven proficiency in managing documentation processes, ensuring accuracy, and adhering to regulatory standards. Adept at utilizing organizational and analytical skills to maintain an efficient document control system.

Professional Experience

National Medicines and Poisons Board (Oct 2021 - Present)

Import Compliance Engineer

- Reviewed customers' files for importing medical supplies, ensuring compliance with the country's requirements.
- Contributed to a **3% increase in accuracy**.
- Worked within the Regulatory Secretariat, inspecting imported medical supplies.
- Actively participated in bids on behalf of the institute.

Sofia's Cookies and Cakes (Owner / Operator)

- **Purchase Management:** Ensured timely availability of ingredients and supplies.
- **Baking Sweets and Cookies:** Crafted delicious treats for customers.
- **Customer Service:** Provided exceptional service to clients.
- **Marketing and Accounting:** Managed various aspects of the business.

Sudatel Telecommunication Company (Call Center - Data Entry)

- Gathered customers' basic information via phone calls.
 - Ensured accurate data entry.
-

Education

- **Bachelor's in Biomedical Engineering**
 - Sudan University of Science and Technology, Khartoum (2015)
-

Skills

- Thinking Well in Difficult Times
 - Committed and Efficient
 - Effective Management and Organization
 - Analytical Thinking
 - Creative Problem-Solving
 - Attention to Detail
 - Good Decision-Making
 - Self-Motivated and Excellent Planner
 - Proficient in Microsoft Office (Word, PowerPoint, Excel) and Similar Software
 - Tech-Savvy
-

Volunteering

Al-Nebras Foundation for Blind (Sep 2018 - Present)

- Typed, revised, and formatted Word files.
- Recorded books.
- Assisted with archiving.

With a Researcher and Writer (June 2020 - July 2021)

- Converted books into PowerPoint files for educational purposes.

With a Jurist (Sep. 2018 - Sep. 2019)

- Transcribed audio files into Word documents.

