

		 Gulfjobseeker.com <i>Helping you to search best jobs & talent since 2002!</i>		Profile Score 			
		APPLICATION FORM - NEW REGISTRATION OCTOBER-2014					
Recent Photograph		Date	30/10/2014		CV No	93750	
Profession / Specialty		OFFICE BACK OPERATION / ADMINISTRATOR					
Industry / Projects		ANY INDUSTRY					
Nationality		Sudanese		Place of Birth / City of Origin		Sudan - Alcazera, state	
Gender		<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female		Marital Status		<input checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Separated	
Religion		Muslim		Birth date (DD-MON-YEAR)		06/02/1984	
Languages		Mother Tongue Arabic		Other Languages		English	
Qualification		University of Khartoum English Diploma Student Bachelor's SD					
Gulf Experience		____ Years ____ Months		Total Experience		6 Years ____ Months	
Gulf Driving License		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		Do you have own car?		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Visa Validity Date		D 20 M 11 Y 2014		Visa Status		<input checked="" type="checkbox"/> Visit <input type="checkbox"/> Employment <input type="checkbox"/> Student <input type="checkbox"/> Dependent	
Employment Status		<input checked="" type="checkbox"/> Employed back in Home Country		<input type="checkbox"/> Employed in Gulf		<input type="checkbox"/> Job Less-Unemployed	
Last Salary Drawn		C SD - Value 2650/-		Last Salary Verified		<input type="checkbox"/> Offer Letter <input type="checkbox"/> Contract	
Expected Salary		C AED Value 7000/-		Salary Increment Letter		<input type="checkbox"/> Pay Slip <input type="checkbox"/> Statement	
How much notice period you will need to join new position? <input checked="" type="checkbox"/> Can Join Immediate <input type="checkbox"/> 1 Week <input type="checkbox"/> 1 Month <input type="checkbox"/> _____							
Do you have any kind of health condition which can hamper you to perform your duties? <input checked="" type="checkbox"/> Fit to work <input type="checkbox"/> Yes _____							
Do you have any kind of outstanding loans / finance / credit card facilities to repay? <input type="checkbox"/> No <input type="checkbox"/> Yes _____							
Do you have any kind of civil or criminal cases pending against you in any courts? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes _____							
What is the reason for your Job Search? to improve my life							
How many jobs you have applied so far?				How many interview calls you have received so far?			
What is your talent? Describe in detail. I have good Communication skill and organizational skill also English report writing, managements, and work coordination, conduct office meetings - using computer (M.S)							
PCL Certificate		Gulf Experience		High Academic Scores - Mark Sheet	1	Worked 2+ yrs with employer	1
Fitness Certificate		Gulf / Intl Driving License		Post Graduate & Above Education	1	Promoted in Previous Job	
IT Literacy		Arabic Proficiency	1	On Job Training Certificates	1	Awards or Appreciation	
				IELTS Proficiency		Experience Verified	1
Bonus Score	0	+ Gulf Score	1	+ Education Score	3	+ Experience Score	2
Based on documents verified by our HR Assistants the candidate has achieved total score points of						= Total Score	6

CURRICULUM VITAE

PERSONAL INFORMATION:



Date of birth : 06/01/1984
Marital Status : Single
Nationality : Sudanese
Sex : Male

Visa status : Tourist Visa
Language : Arabic native speaker & Read write and speak English

OBJECTIVES

To assume a position where I could use my capabilities in a fair and challenging work atmosphere that would enable me to impart my professional career by being a responsible and well experienced person.

HIGHLIGHTS OF QUALIFICATION

- Computer Literate.
- Able to work under pressure.
- Strong interpersonal and communication skills with the ability to establish and maintain effective working relationships with all levels of staff, the public and representatives from external companies.
- Possess excellent work ethics, honesty and integrity.

EDUCATION BACKGROUND

***English Diploma University of Khartoum three years.**

***Open Sudan University Bachelor third grade.**

EMPLOYMENT HISTORY

Friend of Peace and Development org (Khartoum, Kassala, Gadarif, Blue Nile states)

Duration: from 2008 to 2013

Position: / many position from volunteer up to staff team leader

Duties and responsibilities:

- *Facilitate risk education to at risk communities.
- *Lead the team to fill full its duties.
- *Coordination with org office and other stakeholders .
- *Conduct donors and local authorities meetings.
- *Supp mitt activities reports to donors and org headquarter office.
- *Responsible for building a positive image of the organization.

JASMAR Human security org (Sudan , Kassala state)

Duration: 2013 up to now

Position: staff trainer

Duties and responsibilities:

- *Same previous duties add (training of trainee and new staff)

Courses and workshops :

- Mine risk education workshop (friend of Peace and development org)
- Mine action managements (United nation mine action office).
- Risk management (Goal Irish org)
- Evidence based advocacy and M&E (JASMAR & United nation development program me).
- Communication training course use VHF-HF radios (WFP org)
- First Aid course (Sudanese Red crescent)
- ToT workshop on Gender Issues (JASMAR & United nation development program me).

LANGUAGE PROFICIENCY:

Arabic: native speaker

ENGLISH; can speak and write well.

HOBBIES: Travelling, sport and reading