****SAFIA

SAFIA.336143@2freemail.com

**Objectives**

* To join an esteemed organization where I can utilize my skills and capabilities and learn from other professionals’ experience, in a team spirit atmosphere.
* Look for an environment that encourage the pursuit of quality, creativity and promotes integrity.

**Work Experience**

**2015-till now Najed Employment Services ,UAE**

 **Accounting**

**2014-2015 AL-MAHMIED TRADING COMPANY,UAE**

 **Sales Lady**

**2013- 2014 FABIA SYSTEMS CO, KHARTOUM, SUDAN**

 **Administration and accountant.**

**2002- 2012 BRITISH EDUCATIONAL Institutes, SUDAN**

 **Administration and accountant.**

**EDUCATION AND QUALIFICATIONS**

**2011- 2012 Master degree in Science in Business Administration, University of SUDAN.**

**2006 – 2010 Bachelor degree in Administration Management, University of NEELAIN, SUDAN.**

**2002 – 2004 Diploma in Psychology, University of NEELAIN, SUDAN.**

**SUMMARY OF QUALIFICATIONS**

* **LANGUAGES:** Arabic – Native language.

English

(From British Institutes 2009)

* **COMPUTING:** Windows, Microsoft Word, Excel, PowerPoint and Internet Explorer.

(From British Institutes 2009).

ICDL: 2014

* **TEAMWORK:** Team player, possessing good listening, encouragement and negotiation skills, played essential role of every group exercise conducted during studies and daily duties to ensure a successful result.
* **COMMUNICATION:** Excellent communication skills.
* **PROBLEM SOLVING:** Problem solving has been dominant throughout my education and work experience. It leads me to find solution to problems in a calm and efficient manner.

**PERSONAL DETAILS**

**Date of birth**: 24/4/1985

**Nationality:**  Sudanese.

**Gender:** Female.

**Marital Status:** Single

**Driving License Issued From** :Sudan – U.A.E