**Name:** Faroug

**C.V**

**Date of Birth:** 01/01/1977

**Marital Status:** Married (two children)

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Qualifications:

* Master of Business Administration (MBA), Nov 2008- Jan 2011, Sudan Academy for Sciences.
* Post-Graduate Diploma in Translation (English to Arabic and vice versa) University of Khartoum 2012.
* Bachelor of Education, Faculty of Art, English Field, 2005-2008, AlZa’eem Al-Azhari University.
* Three-year Diploma in Translation (English to Arabic and vice versa) First Class, 2002 2005, University of Khartoum – Sudan.
* Diploma of Computer Programs (Excellent) 1998, Elmukhtar Center for Computer Sciences.
* First and Second Certificate of Germany Language (GrundStuffe 1-2), Schiller Institute- Sudan.

Experiences:

* Administration Consultant, Emirates Secretarial Services, Dubai, Nov 2016 to January 2017.
* Administrative Officer, H.H. Crown Prince of Dubai Office, since Feb 2016 up to July 2016.
* Administrative Officer, Al Tadawi Medical Centre, Dubai, UAE Dec 2014 – Feb 2016.
* Administrative Manager, Al-Faisal International Hospital, Sep 2012 up to Dec 2012.
* Officer In-charge (OIC)/ Liquidation Team Leader, Aug 2011- Nov 2011, El Obeid Logistics Base, United Nations Mission in Sudan (UNMIS).
* Administrative Assistant (Office) El Obeid Logistics Base, United Nations Mission in Sudan (UNMIS) June 2006 –July 2011.
* Public Relations Officer Jun 2003 -May 2006, None-Sudanese Students Welfare Organization, Jabra- Khartoum, Sudan.
* Administrative & Financial Officer Feb 2001- Mar 2003, HusnElkhatima Organization, Zamzam Building, Khartoum – Sudan.

Trainings:

* Translation from English to Arabic Language and vice versa (March-April 2004) Sudan News Agency (SUNA) , Khartoum – Sudan.
* Secretarial and Administrative Skills Management Training – February 2011, Brainstorm Management Consultants Kenya LTD.
* Project Management October 2010, United Nations Mission in Sudan (UNMIS) Integrated Mission Training Center (IMTC), El Obeid – Sudan.
* Time Management Training Programme December 2009, Khartoum- Sudan, UNMIS- IMTC.
* Client Orientation Training Programme December 2009, El Obeid – Sudan, UNMIS – IMTC.
* Cross Cultural Communication Training May 2010, El Obeid- Sudan, UNMIS – Staff Counseling & Welfare Section.
* Microsoft Office Application Programme, Intermediate Level, Sep- Dec 2010, El Obeid – Sudan.
* Trauma and Critical Incident for Humanitarian Workers July 2009, UNMIS – Staff Counseling & Welfare Section, El Obeid – Sudan.
* Microfinance Distance Learning Course June 2010, United Nations Capital Development Fund (UNCDF).
* Assertiveness Training July 2009 El Obeid – Sudan, UNMIS – Staff Counseling & Welfare Section.
* IBM Lotus Note Training August 2010, El Obeid, UNMIS – CITS Collaboration with IMTC.
* The Integrity Awareness Initiative on-line Learning Programme Nov 2010, United Nations.
* Basic Life Support Pre-Hospital Emergency Care Course July 2009, the Swedish Civil Contingencies Agency (MSB), Sudan.
* Safe & Secure Approaches to Field Environments Feb 2010, UNMIS- Department of Safety and Security.
* Prevention of Harassment, Sexual Harassment and Abuse of Authority in the Workplace Aug 2009, UNLB, on-line course.
* International Humanitarian Law and the Law of Armed Conflict Feb 2008, Peace Operations Training Institute.
* The Conduct of Humanitarian Relief Operations: Intervention and Management May 2008, Peace Operations Training Institute.
* Gender Perspectives in United Nations Peacekeeping Operations May 2008, Peace Operations Training Institute.
* Ethics in Peacekeeping Feb 2008, Peace Operations Training Institute.
* Peacekeeping and International Conflict Resolution Mar 2008, Peace Operations Training Institute.
* Global Terrorism February 2008, Peace Operations Training Institute.
* Disarmament, Demobilization, and Reintegration (DDR): Principles of Intervention and Management in Peacekeeping Operations Feb 2008, Peace Operations Training Institute.
* United Nations Police: Restoring Civil Order Following Hostilities May 2008, Peace Operations Training Institute.
* Commanding United Nations Peacekeeping Operations Feb 2008, Peace Operations Training Institute.
* The History of United Nations Peacekeeping Operations during the Cold War: 1945 to 1987, Mar 2007, Peace Operations Training Institute.
* The History of United Nations Peacekeeping Operations Following the Cold War: 1988 to 1996, Mar 2007, Peace Operations Training Institute.
* The History of United Nations Peacekeeping Operations from Retrenchment to Resurgence: 1997 to 2006, Feb 2008, Peace Operations Training Institute.
* An Introduction to the UN System: Orientation for Serving on a UN Field Mission Mar 2008, Peace Operations Training Institute.
* Mine Action: Humanitarian Impact, Technical Aspects, and Global Initiatives Mar 2008, Peace Operations Training Institute.
* Logistical Support to United Nations Peacekeeping Operations: An Introduction Feb 2008, Peace Operations Training Institute.
* Operational Logistical Support of UN Peacekeeping Missions: Intermediate Logistics Course Feb 2008, Peace Operations Training Institute.
* Principles for the Conduct of Peace Support Operations (PSO) Mar 2007, Peace Operations Training Institute.
* Security Measures for United Nations Peacekeepers Mar 2008, Peace Operations Training Institute.
* Orientation to International Public Sectors Accounting Standards (IPSAS) – United Nations, Jan 2013.
* Accrual Basics – United Nations, Computer Based Training Course- Jan 2013.
* Accounting for Inventories, United Nations, Jan 2013.
* Accounting for Leases, United Nations, Jan 2013.
* Accounting for Employee Benefits, United Nations, Jan 2013.
* Accounting for Property, Plant and Equipment, United Nations, Jan 2013.
* Accounting for Provisions, Contingent Liabilities and Contingent Assets, United Nations, Jan 2013.