**CURRICULUM VITAE**

**Lubaba**

**Email :** **lubaba.348048@2freemail.com**

**Personal Details**

Nationality Sudanese

Date of Birth 12th April, 1985

Place of Birth Abu Dhabi – UAE

Marital status Single

Visa status Tourist visa

**Qualifications**

Bachelor of Engineering in Biomedical engineering:Sudan University ofScience

 And Technology

Khartoum Sudan (2008)

Senior project: Functional Magnetic Resonance Imaging

(Physiological Basis and Image Processing).

High school: Rosary school in Abu Dhabi (2003).

**Work Experience**

* AHHA Education NGO (Country: Cambodia): volunteer work
* Starting from 7th March 2016 to 30th June 2016

Job Role: -teaching English and training students in leadership and character skills (life skills)

-Running student or community workshops and activities.

-Arts, crafts and decoration of the centers

* Statistics center (Abu Dhabi): (Temporary depending on the project duration)
* Starting from 13th September 2015 till 8th October 2015

Job role: Collecting Occupational Health and Safety data from entities in Abu Dhabi

* Starting from 3rd May 2015 till 30th July 2015

Job role: coding information using ISIC 4 and ISIC 7

* Starting from 2nd November 2014 till 25th December 2014

Job role: Enumerator; collecting demographic, economic data related to census.

* Starting from 26th May 2014 till 26th June 2014

Job role: Auditor

* Nielsen company(Abu Dhabi): starting from 3rd march 2014 till 30th April 2014 (Temporary job)

Job role: Field interviewer; interviewing the public to conduct market analysis researches

* Bin Ali Medical supplies(Abu Dhabi): starting from 18th august 2011 till 31st March 2012

Job role: Admin assistant

* Answering all incoming calls and welcoming guests.
* Organizing incoming and outgoing faxes.
* Preparing all documents needed by the PRO.
* Preparing Quotations, Request for quotations and purchasing orders.
* Arranging products delivery to customers.
* Providing product’s information to new customers.
* Ordering office’s stationary and making sure it is always available.
* Keeping and organizing HR documents.
* Arranging employees’ sick leaves and yearly holiday’s schedule.
* Keeping a timetable of all company’s license or registrations and preparing for renewals in time.
* Military hospital (Khartoum Sudan): starting from 8th February 2009 till 8th February 2010

Job role: junior biomedical engineer (as national service)

**Training**

* Bahry Renal Center in Khartoum Sudan : starting from 20th December 2009 till 25th February 2010 (Biomedical Engineering)
* Central Medical Supplies in Khartoum Sudan : starting from 19th January 2010 till 19th March 2010 (Biomedical Engineering)

**Courses**

|  |  |  |
| --- | --- | --- |
| **Subject** | **Institute** | **Duration** |
| IELTS Academic | British Council Score: 7.5 | 21st Jan 2016 |
| Diagnosing the financial Health of a Business | Open2study (Massive Online Open courses) | 13th Jan 2014 till 11th Feb 2014 |
| Principles of Project Management | Open2study (Massive Online Open Courses)Polytechnic West | 13th Jan 2014 till 11th Feb 2014 |

**Skills**

-Languages:

* Arabic (mother tongue)
* English Excellent (Spoken and written)

-Written and verbal communication skills (built up through writing articles and poetry), and teaching through volunteer work)

-Customer service skills

-Self-motivation and ability to take the initiative

-Ability to work under pressure

-I.T. skills including experience in Microsoft Office (Word, Excel, PowerPoint)

-Punctuality and time-keeping

**Hobbies and interests:**

Writing poetry (English language)

My online blog: <https://thatvoicewithinme.wordpress.com/>

**Publications:**

-**Poem: Bottled Souls**

<http://www.theimmix.com/poetry/2016/12/29/bottled-souls>

-**Poem: I can’t Find My Way Back home**

Andariya magazine

http://www.andariya.com/issue-2-travel/(Pages 34-35)

-**Article: Mawlid An-Nabi (a festival in Sudan)**

Call of Culture magazine

<http://mzines.net/touch.aspx?pid=1068&pkey=dkpfvojyg&utm_source=Call+of+Culture+Magazine+Volume+7.0&utm_campaign=COC-IC-9&utm_medium=email> (Pages 32-33)

-**Poem: The Mirror Play**

Indiana Voice Journal

<http://www.indianavoicejournal.com/2015/05/lubaba-faisal-mirror-play.html>

**About me:**

My values are equality, love and peace. I believe every human being has potentials, we are all born with gifts, and in fact we are miracles.