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**CURRICULUM VITAE**

**Nuseyba**

[**Nuseyba.349140@2freemail.com**](mailto:Nuseyba.349140@2freemail.com)

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* **Career Objective:**

A Keen Learner With An Ability To Maintain Focus, Optimistic And Persistent Even Under

Adversity Looking Forward To Work In An Organization Which Offers Me Various Opportunities

To Enhance Knowledge By Handling Responsibilities With Suitable Progress In Career.

* **Personal Details:-**
* Gender : Female
* Nationality :Sudanese
* Marital Status :Single
* Language :Arabic Native
* English Fluent
* Religion :Muslim
* Visa Status :Long Term Visit Visa- 28th of April.
* **Work Experience:**

Company : **Tital Co. Ltd (Komatsu Equipment Dealer In Sudan)**

Designation : **Senior Administrator/** **HR Officer / Purchasing Assistance /**

Period : **From Jan 2004-May 2015.**

**Customers Support & Purchasing Assistance Responsibly –**

* + Receive Inquires For Spare Parts through E-Mail &Phone or Directly From Customers.
  + Prepare and Print Quotation’s when Required.
  + Receive Purchase Orders From Client.
  + Place Orders of Spare Parts with the Supplier According To Costumers Demand.
  + Customs Duty Follow Up.
  + Costing Of Spare Parts and Imported Machines.
  + Submit Claim For Missing Or Wrong Shipment if any.
  + Purchases Data Entry in the Accounting System (Onyxpro).
  + Stores Monitoring.
  + Stores Feeding.
  + Stock Inventory.
  + Preparing Stock Order.
  + Type And Keep Sales Contracts And All The Documents Related To Imported Machines.
  + Keep Customer’s List Up To Date
* **HR Responsibilities**
* Recruiting And Interviewing Junior Staff
* Opening Files For All Employees
* Prepare Employment Letters & Contracts.
* Following Attendance Sheets.
* Schedule Annual Leaves.
* Manage Sickness Leave.
* Visa And Work Permission Issuance Through Governmental Department In Sudan.
* Calculate Compensation When Required.
* Attend Meetings At Labour’s Work Office Whenever Requested.
* Booking Air-Tickets For The Foreign Staff.
* Order Stationary Required For All Departments..
* Manage All Staff Permissions.
* Prepare Termination Letters When Required.

Company : **Alsaeed Trading Co.**

Designation : **Area Manager Assistance**

Period : **From Oct 2002-Oct2003**

* **Duties:-**

* Request For Samples For Customers And Prepare Offers.
* Assist In Preparation Of Monthly Reports As Well As Annual Report.
* Arrange Of Office Expenditure and Prepare Monthly Accounting Reports.
* Fully Responsible About The Office When Area Manager Is Abroad.
* Type Of All Company’s Correspondences Both In Arabic & English.
* Send & Receive Fax And E-Mail Messages And Reply To Them Whenever Needed.
* Handle and Keep All Company’s Files Up To Date For Easy Access.
* Receive Of Telephone Calls
* Arrange Of Appointments For The Area Manager.
* Supervise Junior Staff (Messenger, Gardener)

Company : **Arab Company For Agricultural Production and Processing .**

Designation : **As Marketing Supervisor**

Period : **1995-1998**

* **Duties:-**

* Fully Responsible Of The Products Starts From Receiving Fruits And Legumes From Field Follow Hand Labours Backing Them Through Packing Lines
* Responsible About Staff Payment And Attendance
* **Yemen Embassy Khartoum**

As Embassy Secretary

* **Duties:**
* Receiving Calls For Embassy Office .
* Appointment Arrange Through Ministry Of External Affairs With Different Authorities
* Typing All Correspondences Of The Embassy
* Receiving Diplomatic Bag And Distribute The Content To Different Departments
* Guide The Junior Staff(Secretary, Drivers ,Cleaners And Gardener )
* **Educational Qualification:**
* B.S.C In Agricultural Science –Second Class-Dec1994

**Khartoum University**

* Diploma In Automated Information System

**Juba University**

* + **Training Courses**

Human Resources Management Course

American Institute of Professional Studies

* + **Skills**
* Office Tool : Microsoft Word ,Excel And Basics Of Access Of Internet
* Other Skills :Onxypro Accounting System (Software System)
* Human Resources Assistance : Very Good In Managing Junior Staff.

**Gained Skills**

* Self-Starter
* Good Learner.
* Smart worker.
* Working under pressure
* Self motivated
* Multitasking

**Hint**:-

I am able to start work after one week from announcement as full time.

***I Hereby Declare That The Information Above Is True And Belief. If Given An Opportunity I Would Dedicate Myself With Hardworking and Honesty.***