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| C:\Users\DELL\Downloads\IMG_20180302_234725.jpg YN**Multi-tasking operation assistant with +2 years experience in financial institutions. Can manage +3 executive schedules. Out-sight team leading, validations and control customer’s accounts transactions, coordinating between management and outsource companies and email management skills in the position of operation senior staff at Bank of Khartoum**ObjectiveSeeking a position as an Operations Assistant with Best People’s Facility utilizing administrative support skills and clerical acumen to provide executives with more time to manage their own work.Skills• Typing • Organization • Team work • Professionalism • Enthusiastic • Computer knowledge and skills • Following instructions • Time management • Flexible schedule • Data entry skills • Handling project assignments • Follow through • Interpersonal skills • Approachable • Ability to learn quickly • Observant and self-motivated |

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| Ahmedbanking operations | C/o 0504973598 |

ExperienceOperation assistant • Bank of khartoum • oct. 2015 to des. 2017- Help the operatio ns managers, chief executive officer (CEO) or chief operations officer (COO).- Coordinating company meeting, events and sessions with other department assistants.- Record keeping, and reconciling bank accounts and wire transfers.- Adept, proficient, highly motivated, can endure immense work pressure and be very dependable.Educationdiploma • 2011 • Gezira international institutionsDiploma in computer science and programing languagesaddress Dubai, United Arab EmiratesAhmed.379283@2freemail.com  |