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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** Objective Seeking 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 | |  | | --- | | 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 institutions Diploma in computer science and programing languages address Dubai, United Arab Emirates  [Ahmed.379283@2freemail.com](mailto:Ahmed.379283@2freemail.com) |