



Nada Elfatih Mahgoub Musa Resume

Data Analyst /Administration Manager



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Bahry /Khartoum /Sudan



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SKILLS:

- Excellent time management skills and the ability to prioritize work
- Proficiency in MS Office (MS Excel and MS PowerPoint , in particular)
- Attention to detail and problem solving skills
- Excellent written and verbal communication skills
- Strong organizational skills with the ability to multitasking
- Knowledge of office management systems and procedures
- Working knowledge of office equipment, like printers and fax machines

Summary About Me :

I graduated as a computer engineer from Omdurman Al-Ahlia University in 2004/2005. I entered the field of work early before my graduation. I became a professional in marketing and sales and entered the field of management and human resources. My experience over the years developed and I gained many skills and worked with prestigious and international companies that enriched my experience and taught me a lot. I am here to share my experiences with everyone.

Work Experiences:

Data Analyst & Administration Manager - Akari company Ltd - Agent for Dal group - 01/2019-present

- Working in an organization or department to optimize processes and ensure budgets are used effectively.
- Providing internal support for departments that want to increase efficiency, productivity, or profitability.
- Conducting research through surveys and employee interviews, and reviewing processes, budgets, and other information.
- Analyzing data and processes to look for and better understand problems.
- Developing processes and policies to replace or improve upon current methods.
- Working with departments as they implement, refine, review, and modify processes and systems.
- Establishing and enforcing budgets and time-lines.
- Presenting findings and pitching ideas to management and other departments so they understand recommendations or changes.
- Ensuring that all initiatives align with the company's mission and goals.

Education :

- Computer Engineering, Bachelor (BSc/BA), GPA Excellent degree
Omdurman Al-Ahlia University
Oct 1999 – Feb 2005

Other Certificates:

- Electronic finance accounting, Diploma - *Sudan National Federation of Unicso clubs -KRT, Sudan*
Mar 2011 - May 2011
- Human resources diploma - *Alison learning (online courses)*
Jun 2015 - Sept 2015
- CMP (certificated project manager) - Nazlawi business college
Sept 2020 - May 2021

Languages:

- Arabic , Native
- English , Very good - advance level

Administrative Assistant for G.M - Kayan Alfursan for contracting and investment/ Khartoum -1/2016- 9/2018

- Supervising the day-to-day operations of the administrative department and staff members.
- Hiring, training, and evaluating employees and taking corrective action when necessary.
- Developing, reviewing, and improving administrative systems, policies , and procedures.
- Ensuring the office is stocked with necessary supplies and that all equipment is working and properly maintained.
- Working with the accounting and management teams to set budgets, monitor spending, and process payroll and other expenses.
- Collecting, organizing, and storing information using computers and filing systems.

Chief HR officer (CHRO). - Cambridge International Schools / SIA /Khartoum/2012-2015

- Analyzing and evaluating existing strategies, policies, and procedures, and reforming them with the help of executives and staff.
- Leading recruitment efforts and sitting in on interviews with potential hires .
- Supervising junior and senior staff and scheduling meetings with them. Contributing to a healthy corporate culture that supports growth and equal opportunity.
- Keeping abreast of government regulations and public policies and accordingly amending company policies.
- Assisting with the organization of team-building and staff development activities.
- Creating new training and development programs.

Data Analyst / HR & Admin Assistant - Husam Aldin Abusham for Investment company ltd - / 2009-2011

- Supervising the day-to-day operations of the administrative department and staff members.
- Hiring, training, and evaluating employees and taking corrective action when necessary.
- Developing, reviewing, and improving administrative systems, policies, and procedures.
- Working with the accounting and management teams to set budgets, monitor spending, and process payroll and other expenses.
- Planning, scheduling, and promoting office events, including meetings, conferences, interviews, orientations, and training sessions.
- Collecting, organizing, and storing information using computers and filing systems.

Administrative Assistant – Cum – Translator - Embassy of the Islamic Republic of Pakistan /Khartoum /2008-2009

- Greeting visitors and organizing and attending meetings with visitors and students who seek visa processes to Pakistan.
- Translating newspapers and translating documents from Arabic to English.
- Working as assistant for the Ambassador/ counsel de affairs in all the duties related to the Embassy.
- Do reservations for airlines and meetings inside and outside for the ambassador and Embassy staff.
- Receive and organize invitations to all celebrations and events in other embassies with the organizations and individuals
- organize for the Embassy events, national day celebration and other events related to the embassy.
- Renew all the needed visas and documents related to the embassy staff and update all working papers with the ministries, local areas, embassies, organizations and etc....

Assistant Manager (Sales Department)- SIG - Sahaba international group /Khartoum /2004-2008

- Develop new and innovative analytical and reporting solutions that meet customer requirements.
- Handling all administrative duties for the sales department or team , including scheduling client conferences and meetings.
- Providing assistance to management team members and executives as needed
- Performing data entry duties in regards to metrics, sales figures and other key data.
- Understand business strategy ,coordinate with business users to customize analytical and reporting solutions to meet business needs.
- Compiling daily lists of leads and delegating them to sales team associates.
- Preparing reports, presentations, and correspondence accurately and swiftly.