

Alaa Ahmed Almobark khamis

PERSONAL DETAILS

Gender	Female	Nationality	Sudanese
Date of Birth	8th December 1985	E-mail Address	alaaahmed37@hotmail.com
Marital Status	Single	Address	Omdurman, Khartoum, Sudan
National Service	Released		

OBJECTIVE

	<ul style="list-style-type: none">To assist whatever firm that I work for, to accomplish its tasks and develop its work to reach it's uppermost level of quality.
	<ul style="list-style-type: none">To fill in a challenging technical and/or administration position in a pleasant working environment en route for allowing me to continue practicing and expanding my skill set and knowledge base.

JOB TARGET

	<ul style="list-style-type: none">I am equally comfortable and qualified for all administrative missions as a result of my post graduate qualifications Mini MBA in Human Resources Management as well as Mathematics and Physics field.
	<ul style="list-style-type: none">As a result of my developed analytical problem solving skills and ability to learn new tasks quickly, I am also more than willing to accept a position in an exciting new field that I have not yet had the opportunity to work in.

EDUCATION:

Post Graduate:

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	Development Studies and Research Institute, University of Khartoum,	Mini MBA in Human Resources Management	March 2013
	Faculty of science, University of Khartoum	Master of physics	2012
Graduate:			
	Faculty of science, University of Khartoum	B.Sc. (General) of Mathematics and Physics	Sept 2006

QUALIFICATION & TRAINING

<ul style="list-style-type: none">• Meteorological Authority, Ministry of Science and Technology, 2006			
Computer Skills			
<ul style="list-style-type: none">• SPSS (statistical package for social science), university of Khartoum, Development Studies & Research Institute.• Skillful with Microsoft Office, windows and Internet explorer• Good Knowledge on Internet,• Operating system & Extensive Knowledge in software; (University of Khartoum, Administration of University Requirements, Departments of Computer)• Computer skills (IT, Microsoft Windows7, Microsoft Word, Microsoft Excel, Microsoft Access, Microsoft PowerPoint, Information & Communication); (University of Khartoum, Development Studies and Research Institute)			
Interpersonal Skills			
<ul style="list-style-type: none">• Excellent communications skills		<ul style="list-style-type: none">• Quick learner with high self-study abilities	
<ul style="list-style-type: none">• Efficient user of time & resources		<ul style="list-style-type: none">• Facilitator of teamwork & group Dynamics	
<ul style="list-style-type: none">• Ability to manage and priorities multiple tasks, with a range of complexity and meet deadlines		<ul style="list-style-type: none">• Self-reliant and self-starter	
<ul style="list-style-type: none">• Problem-solving oriented		<ul style="list-style-type: none">• Strong analytical & troubleshooting features	
Languages			
<ul style="list-style-type: none">• Arabic: Mother tongue		<ul style="list-style-type: none">• English: Excellent (both written & Spoken)	

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WORK EXPERIENCES:

	Teaching Assistant - Practical Physics Faculty of Science, University of Khartoum	
	• Work Description:	2010- up to date
	1- Working as part-timer in a capacity of teaching assistant in the practical physics courses in the physics department,	
	2- leading tutorials and practical sessions	
	3- Leading students discussions about what they learned in the lecture and to share ideas	
	4- Challenging students to think about the material in new ways and examples	
	5- Undertaking administrative responsibilities within assigned projects, as well as faculty issues	

	Assistant -Coordinator / Lecturer Academic of Engineering Science	
	• Work Description:	December 2017- march 2018
	1. Preparation the schedules of study & examination.	
	2. Overseeing students' attendance, & make a weekly report.	
	3. Supervision of the academic plans.	
	4. To oversee all examinations and results, their follow-up from A to Z and monitoring of results.	
	5. In charge of discipline, conduct and truancy of teaching staff.	
	6. To fellow up that all of decision & recommendation that it's from coordinator.	
	7. Retaining a recommendations that from external evaluators.	
	8. Advising, counseling & monitoring students by academic rules.	

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9. Recordkeeping of students, and to help to resolve their problems.
10. Link between coordinator office & the office of scientific affairs by providing with reports.
11. Committing to the highest standards of quality & efficient speedy performance.
12. Other or additional burdens assigned to it by coordinator or secretary of scientific affairs.
13. Create course material, lesson plans, curricula, conduct research and fieldwork, engage with students, assist with processing applications, and also attend interviews, conferences and meetings.

Student Affairs Administrator/ Lecturer Sudanese College of Science & Technology	
• Work Description:	2018- up to date
1. Advise students on topics such as personal problems, or academics.	
2. Communicate with parents or guardians.	
3. Create, support, and assess non-academic programs for students.	
4. Schedule programs and services, such as athletic events or recreational activities.	
5. Initiates, develops, and sustains strong positive relations with program coordinators and departmental leadership to ensure achievement of the mission and goals of the department and college	
6. Maintains student records, creates and provides reports.	