



# Israa Khalifa

Executive Secretary

## PERSONAL INFORMATION

Name: Israa Kamal Khalifa  
Date of birth: 15 April 1991  
Phone: 0568066110  
Email: israakhalifa46@gmail.com  
Address: Estren province \_ Dammam

## EDUCATION

### **Sudan International University (Master's Degree)**

Business administration, specialization of Marketing

2014-2015

### **Sudan International University (Bachelor's Degree)**

Business administration, specialization of Management  
Information System

2010-2013

## WORK EXPERIENCE

### **1. The ministry of communication and information technology, national information Center – Network Administrator**

2014-2015

### **2. Aaliat for Marketing & distributions co LTD. Secretary**

2015-2016

- ✓ answering calls, taking messages and handling correspondence
- ✓ maintaining diaries and arranging appointments
- ✓ typing, preparing and collating reports
- ✓ filing
- ✓ organizing and servicing meetings (producing agendas and taking minutes)
- ✓ managing databases
- ✓ prioritizing workloads
- ✓ implementing new procedures and administrative systems
- ✓ coordinating mail-shots and similar publicity tasks
- ✓ logging or processing bills or expenses
- ✓ acting as a receptionist and/or meeting and greeting clients

### **3. Aaliat for Marketing & distributions co LTD. Exertive Secretary**

2016-till now

- ✓ Receive calls from customers and either assists them with their questions, or take a message for the proper party.
- ✓ Prioritize daily administrative tasks to ensure that projects are completed on time.



- ✓ Hiring, assigning, and supervising office personnel
- ✓ Writing, adjusting, and maintaining office procedures
- ✓ Insuring compliance with organizational policies
- ✓ Planning and participating in meetings
- ✓ Preparing budgets and reports

## Training

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- ✓ Marketing skills -P.G.M Co.Ltd 2012
- ✓ Total Quality Management ISO 9001:2008 Sudan university for science and technology 2015
- ✓ Training program in training of trainers (TOT) Top Quality for training & human resource development 2017

## Key skills

- ✓ Analytical thinking and problem-solving orientation
- ✓ Decision-making and sound judgment
- ✓ Excellent numeracy skills
- ✓ Effective communication
- ✓ Self-confidence and motivation

## Reference

Mr. Mahdi Hassan – Aaliat General Manager- +249912302674

Mrs. Sara Bakheat- Human Resource Manager Petra Group-+249912160612

