

# ATIF BABIKIR ABDELMAJID

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| <b>Personal information</b> | Address:        | Kingdom of Saudi Arabia - Dammam.                                |
|                             | Email :         | <a href="mailto:altaheratif@gmail.com">altaheratif@gmail.com</a> |
|                             | Email :         | <a href="mailto:atifaltaher@gmail.com">atifaltaher@gmail.com</a> |
|                             | Mobile :        | 0594304069   |
|                             | Marital status: | Married  |

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| <b>Summary</b> | <p><b>Bachelors of Arts of English Language</b>, a student of MA degree in <b>Applied Linguistics</b>. Ability to work on office post . familiar with office docs management and computer programs Over 3 years of secretarial duties experience In Saudi Arabia, excellent translation skills . Arabic English Language .the ability to deal with the HR systems and documents. Have IELTS Certificate .</p> |
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## Computer Skills

□ **Micros  
oft  
office**

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## Software

Power  
point  
progra  
m  
Excel  
Word

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## Experience

- **Sahara Net Company, 2013 - 2017**  
Secretary – HR Transactions and docs addition to translation, attendance duties treaties translations .
  - Afkaraltaweeq company as office Manager  
2008 - 2009**
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## Education

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✓ **Bachelors of Arts - English Language - [Neelain University -Sudan-] 2002**

✓ **Master Degree student in E L T - Applied Linguistics-, [ Wadi Elneel University - Sudan-] 2016 - 2017**

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☐ **IELTS Certificate 2014.**

☐ **Diploma of Translation [ SELTI -Sudan-] 1997 - 1998**

☐ **Certificate of English Language Courses on Headway - from Elementary up to Advanced Level - SELTI-Sudan. 1996 -1995**

☐ **Diploma of Computer - SELTI - Sudan.**

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### **Others**

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- **Driving license.**
  - **Transferable Iqama.**
  - **Accustom to use of HR, Attendance, and Payroll systems.**
  - **Employees training Ability**
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