



Safa Abdulaziz

16 April 1991 – 30 years

Sudanese

Jeddah – Saudi Arabia

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EDUCATION

Bachelor of Science (B.Sc. honors) : Electrical & Electronics Engineering (Communications) - Omdurman Islamic University – Sudan.

❖ Average : **First Class** - 23 June 2014.

Master of Science (M.Sc honors) in Computer Architecture & Networking – Department of Electrical & Electronics Engineering - University of Khartoum – Sudan.

❖ Average : **First Class** - 22nd July 2018.



MEMBERSHIPS

- ❖ Membership of Engineer - **Saudi** Council of Engineers (SCE) No.441143(2020).
- ❖ Membership of Engineer - **Sudan** Engineering Council (SEC)No.39541.

EXPERIENCES

- ❖ **Supervisor of IT Dept.** – Najd For Food Services Co. - Resturant / Saudi Arabia – Jeddah – From(24 January 2021 **till Now**). – 6 Months.
- Supervising the entire department.

- Control manager's account for the all company's programs : human resources management program, Points of sale "POS" and inventory management program, Follow-up management program for company's departments Tasks.

- Technical support for hardware and software.

- Dealing with suppliers & Wars.

- Scheduling storeroom issues.

- Designing and preparing company presentations - in all departments.

- ❖ **Executive Administrative Assistant** – FF for Gas Installations Company / Saudi Arabia – Jeddah – From (2nd January 2020 **till Now**) – Part Time
- Managing the duties of the General Manager.
- Preparing contracts, quotations and invoices.

- Preparing letters, circulars and administrative correspondence.

- Dealing with company's stamp - prepare all administrative documents, "certificate of experience, clearances, certificates of guarantee ... etc."

- Archiving and arranging all the files of the company's departments.

- Control & Manage office email and General Manager email.

- Writing meeting minutes and dividing tasks among company departments.

- Member of the Planning, Development and Quality Team.

- General Director Assistant & Deputy Director Assistant.

- Dealing with KPMG to develop the strategic plan & evaluation.

- Administrative assistance for Human Resources Department (HR).

- Writing reports & administrative documents.

- All other administrative work.

- ❖ **Administrative Assistant** – Alwatan Energy holding Co. / Saudi Arabia – Jeddah – From (1st January 2019 till 1st January 2020).- 1 year " 2.5 years linked to the next position "

- Administrative assistance for "Chairman of the Board".
- Stamping the company's transactions and documents.
- Writing letters, circulars, administrative decisions and all administrative documents.
- Preparing databases for the holding company and its subsidiaries (Sisters company).
- Preparing meeting minutes.
- ❖ **Network Engineer Trainee** – CCNA Training Program- Danat for IT & Business\ Saudi Arabia - Jeddah - From (22th Feb 2019 till 22th May 2019).
 - Studing Cisco routing & switching book (ICDN 1 / 200 – 125).
 - Studing Cisco routing & switching book(ICDN 2 / 200 – 101).
- ❖ **Project Engineer / Gas Installations & Maintenance Supervisor** - Jeddah Gas Company LTD Co.\ Saudi Arabia -Jeddah —From\ 22th May 2018 till 27th December 2018). -6 months "linked to the next position "
 - Dealing with Arab commercial centers in the Western Region -Gas installations & Maintnance.
 - Preparing clients databases, contracts & Quotations.
 - Directing & following up the technical teams (Gas Installations Projects, Maintenance ,Refill Tanks Schudules).
 - Prepare quotations to clients using ZOHQ company system and follow up other stages.
 - Issuing invoices for the Projects and Maintenance Department.
 - Preparing & Follow up purchase orders for the Procurement Department.
- ❖ **Master Program – Computer Arch & Networking Engineering\ UofK** — Sudan – From (3th February 2016 till 22 April 2018).
- ❖ **Teacher** - Voluntary Work in different school / Saudi Arabia - Jeddah (1st Oct 2015 till 30 January 2016).

- ❖ **Teacher Assistant** - Omdurman Islamic University / Sudan – Omdurman - From (1st Sept 2014 till 1st Sept 2015).- 1 year.
 - Maths / First Grade.
 - Fibreoptics\ Fifth Grade.

★ COURSES

- ❖ Principles of human resource management (HR) – Bayt.com – 8 Aug 2020.
- ❖ Financial feasibility study – KPMG – 18th July 2020.
- ❖ Accounting & Financial management – Edraak – 3 July 2020.
- ❖ Project / Work Plan – KPMG – 18th June 2020.
- ❖ Facility management - SCA – 12th May 2020.
- ❖ International Computer Driving License (ICDL) – SPECTO – 16th July 2019.
- ❖ AutoCAD – Self Learning – Aug 2019.
- ❖ Introduction to Entrepreneurship – The American University in Cairo - Aug 2019.
- ❖ Internet Of Things (IOT) – Cybrary Website - Sep 2019.
- ❖ Digital Marketing – Edraak Website - Nov 2019.
- ❖ Cisco Certificate Network (CCNA) –Smart Vision – Sudan - 60 hour – March 2017.
- ❖ Introduction to Web development using PHP & MYSQL – Smart Vision – Sudan - 30 hour – June 2017 .
- ❖ General Engineering Courses (Mobile System, IP Networks, VSAT, Cisco Configuration, Fibreoptics) – SUDACAD- 26th June 2014.

★ CERTIFICATE OF RECOGNITION

- ❖ **College Award for Academic Excellence** - Omdurman Islamic University - 17th November 2014.
- ❖ **Collage Award for the Best Graduate** - Omdurman Islamic University - 17th November 2014.
- ❖ **Certificate of Academic Excellence** from 2009 to 2014 Omdurman Islamic University - 17th November 2014.
- ❖ **Certificate of Academic Excellence** from 2012 to 2013 Omdurman Islamic University -17th November 2014.

★ LANGUAGE

- ❖ Arabic (NATIVE).
- ❖ English (good).



SKILLS

- ❖ Computer Skills (Microsoft Office, power point, excel, ... etc) / Data Entry / Internet Search.
- ❖ Engineering Programs (Auto-CAD ,MATLAB, Packet Tracer ,OCTAVE).
- ❖ Communication & Presentation Skills.
- ❖ Managerial skills.
- ❖ Executive Administration.
- ❖ Human resource (HR).
- ❖ Accounting and Finance.
- ❖ Fast learning & Self Learning & Team work.
- ❖ Strong Observation.
- ❖ Work with pressure & patience.



RECOMMENDATIONS

- ❖ **Mr.Mohamed Abdullah Bajaba** (Manager of Jeddah Gas Company LTD – Saudi Arabia – Jeddah) - 15th Jan 2019.
- ❖ **Mr.Alaa Safieh** (Manager of Danat For IT & Business – Saudi Arabia – Jeddah) – 23 Sep 2019.
+966126733074 - Alaa@danatksa.com.
- ❖ **Dr.Osman Mudather** (Vice Dean of Engineering Sciences - Omdurman Islamic University – Sudan) - 18th February 2018. +249912912505 - Osmanmudathir.elfadil@nottingham.ac.uk.

Thank you