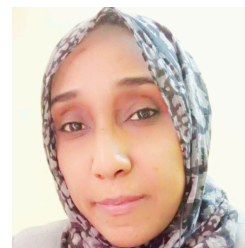


# SARAH ERABI

@ saraherabirose80@gmail.com

00966503281087

Jeddah Alsalama Sary street



## OBJECTIVE

To enhance my professional skills, capabilities and knowledge in an organization which recognizes the value of hard work and trusts me with responsibilities and challenges. Self actualisation, job satisfaction, career development, Added value to the organizations, Assisting in the growth and development of the country, Making the most of the scientific knowledge.

## EXPERIENCE

2020 - 2023

### **Sudanese insurance company**

Head of quality and control department  
Coordinator for ISO certified  
Coordinator for training  
Customer service monitoring  
Assistant manager for developing business

2018  
January -  
2018 April

### **Nama company**

Executive secretary  
maintaining agendas, planning appointments and meetings, attending meetings, handling phone calls, managing correspondence, making travel arrangements, and maintaining records.

Dec .2016 -  
Apr.2017

### **PCT**

Deputy project manager  
Follow up on the operational work of the project  
Such: purchases, invoices, service satisfaction.

Feb 2013 -  
Jun 2014

### **Bank of Khartoum**

Customer service  
Explain to the customer how to purchase the electricity from the machine.

2005 - 2007

### **Khartoum university**

Teaching assistant  
Teaching in the laboratory of science

2009 - 2011

### **Omdurman Alarabia school**

Teaching  
Teaching mathematics and science

## EDUCATION

2016

### **Sudan Academy of science**

Masters  
Good

2022

### **Khartoum university for progress training**

ISO certificate  
Very good

2003

### **Khartoum university faculty of science**

Bachelor's  
Good

## SKILLS

- -Ability to gather and analyze data about the company 's products and services. -Understanding the production process or type of service provided by the company. - knowledge of local, provincial and federal regulations related to their industry. -Ability to prepare concise and informative reports that summarize their key findings. - Ability to communicate with other Employees about quality standards and how to achieve them . -Ability to manage a busy work schedule with a variety of tasks and deadlines.

## PERSONAL DETAILS

- Date of Birth : 09/10/1980

## REFERENCE

- **Rami Hassan Elsayed - Sudanese insurance company**  
Deputy General manager  
Rami@sudinre.com  
00249912328988
- **Alboshi - Bank of Khartoum**  
Manager of E\_banking department  
00249156661000
- **Omer Ead - Khartoum university**  
Head of laboratory  
0024911780539
- **Najat Alshareef - Omdurman Alarabia school**  
Manager  
00249911700191
- **Maza Alfatih - Nama**  
Manager of H.R  
00249121811982