

Bedor Khairalla

Khartoum – Sudan | Saudi Arabia visitor Visa

Khartoum, Sudan

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Objectives

- Professional Administrator with 10+ years of experience in executive secretary, administrative assistance, director.
- Expertise in executive work planning, organized, scheduling, following, reporting and coordinating.
- Resilient, with managing teams, customer service and helpful to achieve goals and satisfaction.
- Ambitious to a position in innovation institution to motivated in learning, and growing up in market.

Qualifications

- **Sudan Academy of Sciences** **2019**
Nanoscience and nanotechnology
Master of Nanoscience and nanotechnology
- **Alneelain University** **2007**
Bachelor of mathematics and computer

Exeperiance

- **National Information Centre, Sudan** **JUL 2021–present**
Head of international cooperation department
 - Promoting Sudan's presence regionally and internationally through participation in regional and international organizations
 - Monitor and following global and regional events and activities related to the field.
 - arrange and involve employees to participate in external conferences and workshops related to the field
- **National Information Centre, Sudan** **SEP 2014–JUN 2021**
Executive secretary
 - Receive and screen phone calls and redirect them when appropriate
 - Coordinate and assist in general manager's agenda, planning appointments, board meetings.
 - Attend meetings and keep minutes
 - Handle and prioritize all outgoing or incoming correspondence (e-mail, letters, packages etc.)
 - Monitor office supplies and negotiate terms with suppliers to ensure the most cost-effective orders and prepare invoices or financial statements
 - Maintain electronic and paper records ensuring information is organized and easily accessible
 - Prepare presentations and reports as assigned.
 - Follow up the assignments and directives issued by the Director General with the departments
 - Monitor and analyze the internal and external activities in which the General Manager participates
 - Participates in the plan of the Centre
 - Response for phone and any queries related to the services of the Centre.
- **University of Alneelain, Sudan** **2007–2010**
Teacher assistant part-time:
 - Practice with students in computer lab and practice mathematics course as tutorial.

Training Course

- Planning and building inclusive Digital transformation strategies in the context of COVID-19 to meet the SDGs and Agenda2063, IDEP,2022.
- Training course in e. government construction in Sudan,2021.
- Performance management ,2021.
- Data analysis,2023

- Principle of Digital Marketing, Institute of Human Resource Management ,2024.

Participations

E-government projects

2010

National Information Centre

Sudanese license for operation computer (Participation in the Preparation of project plans and implementation)

ICT training (Participation in the proposal)

Personal SKILLS

- Communication skills
- Team work
- Work under pressure
- Time Management

Digital SKILLS

- MS Office(Word, Excel , PowerPoint ,Outlook)
- Digital Marketing, SMM
- Data analysis by python
- Email (manage and organize folder)
- To Do Task management
- Meetings Applications(ZOOM, MICROSOFTMEETING)

Language

- Arabic: Mother Tongue
- English: Intermediate