***C.V***

***Samer Ahmed Abdallah Bushara***

**PERSONAL DATA:**

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| **Date of Birth** | 5th July 1979 |
| **Place of Birth** | Abu Dhabi |
| **Nationality** | Sudanese |
| **Sex** | Male |
| **Marital Status** | Single |
| **E-mail** | Samer.bu107@gmail.com |
| **Tel.** | 0547072359 |
| **Address** | Saudi Arabia - Riyadh |
| **Driving license** | Sudanese driving license |
| **Iqama** | Transferable. |

**EDUCATION:**

\*Secondary education in Unity High School- Khartoum.

\*Bacholar (three years) in IT from **College of Technology and Science**  (CTS) – Omdurman.

**TECHNICAL SKILLS**

- Ms Office 2007, 2003 "word, excel, Access, power point"

- Ability to communicate in English clearly both written and oral .

- Strong broad knowledge of IT, Ms office and software.

**Desired Skills & Knowledge**

- IGCSE certified.

- diploma in translation.  
- Have 4 years experience in translation .

- Good communication skills

- Fluency in both verbal and written English.

**Language:-**

* Arabic: Advanced
* English: Advanced

**Experience:-**

**Alnasir Requirement Agency(Saudia)**

**Job title**: Executive secretary

* Support and facilitate the completion of regular reports.
* Prepare and disseminate correspondence, memos and forms.
* Develop and maintain a filing system.
* Translate documents and prepare official documents to the administration.

**Maktab alnahar (Saudia):**

* Support and facilitate the completion of regular reports.
* Assists with the dissemination of information from Director/Manager to other members of the work unit.
* Manage incoming and outgoing mails
* personal interpreter.
* Make ready contracts and official documents in English.
* Manage telephone communications.

**PERSONAL TRAITS:-**

* Excellent in oral, written and presentation communication skills.
* Proficiency in Microsoft Office Programs .
* Can work under pressure
* Technical skills