

Mustafa Ahmed Abdallah Abdallah

Administrative assistant

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SUMMARY STATEMENT

Dedicated Administrative Professional with a six-year background in Business Administration and Computer Science. Demonstrated leadership in roles emphasizing close monitoring, guidance, and supervision. Excelled as an Administrative Supervisor, showcasing strong communication skills in both Arabic and English.

I successfully completed a comprehensive Project Management Professional (PMP) course. This expertise enhances my strategic approach to tasks and projects. Acknowledged for adeptly managing personnel, overseeing attendance, and administering compensation packages. Proficient in computer systems, with hands-on experience in Hospital Management, Human Resources, and Accounting Applications (SMAC). A proactive multitasker skilled in coordinating resources, poised to leverage organizational and leadership acumen for heightened efficiency and success in dynamic work environments

EXPERIENCE

Administrative-Supervisor

Sep 2018- Jun 2021

Aliaa Specialist Hospital, SUDAN

- Staff supervision and guidance
- Attendance and absence monitoring
- Salaries and incentives distribution
- Administrative task management
- Effective team facilitation

Administrative-Supervisor

Jul 2015- Jul 2017

Ministry of Defense, SUDAN

- Effective communication with personnel
- Report preparation and documentation
- Human Resource management
- Meeting coordination and facilitation
- Multitasking and multitasking coordination

Supervisor

Apr 2016- Nov 2017

Aswar Al-Qasr Republic Company, SUDAN

- Team leadership and supervision
- Task delegation and coordination
- Staff performance monitoring
- Operational efficiency oversight
- Policy implementation and enforcement along with Reporting and documentation

EDUCATION

Bachelors in Business Administration, University of Science and Technology

2015

Diploma in Computer Science, Salikin Academy of Technical Sciences

2013

SKILLS

- Staff Management
- Service Operations Oversight
- Work Equipment Provision
- Task Distribution
- Shift Coordination
- General Management
- Store Management
- Team Leadership
- Accounting application (SMAC)
- Administration Skills

Language

- Arabic: Native
- English: Intermediate

Courses

- Hospital management
- Human resources management
- Meetings management and reporting
- Accounting application (SMAC)
- infection control program
- Project Management Professional (PMP)