

## CURRICULUM VITAE



### *Contact Information*

Gihad Bashir Mohammed Ahmed Eltayeb

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### Career Objective

Join a professional team and a high level in order to achieve and pass the challenges of working and get more responsibilities and tasks of effective operation in the development of practical skills and management .

### Personal Information

<b>Name</b>	Gihad Bashir Mohammed Ahmed ELtayeb
<b>Date of birth</b>	12/01/1980
<b>Place of birth</b>	Sudan (Khartoum)
<b>Gender</b>	Male
<b>Nationality</b>	Sudanese
<b>Visa Status Residency</b>	Visa (Transferable)
<b>Permanent Residency</b>	Saudi Arabia - Jeddah
<b>Marital Status</b>	Married
<b>Number of Dependents</b>	4
<b>Religion</b>	Muslim

### Target Job

<b>Target Job Title</b>	Executive Secretary
<b>Job Role Support</b>	Administration
<b>Career Level</b>	Executive / Management
<b>Target Job Location</b>	Saudi Arabia & Gulf countries
<b>Target Industry</b>	Administration
<b>Employment Type</b>	Full Time Employee
<b>Notice Period</b>	Immediately

## **Educational Levels & Qualifications**

1. **Mini Master in Business Administration**  
(Ain Shams University - Open Learning Center - Egypt 2015 ) .
2. **Mini Master in Organizations leaders Preparation**  
( Open Learning Center - Ain Shams University - Egypt 2015 ) .
3. **Bachelor of Law**  
( Ribat National University, Faculty of Law - Sudan 2004 ) .
4. **Professional Diploma in Marketing & Sales Management**  
( AGTCO For Training Institute - Egypt 2009 ) .
5. **Diploma in Computer Applications**  
( Stately For Computer & Language Institute – Sudan 2011 ) .
6. **Diploma in English Language Communication**  
( Stately For Computer & Language Institute – Sudan 2011 ) .
7. **Diploma in Computer Science**  
( COMSATS Institute Of Information Technology – UAE 2013 ) .
8. **Diploma in Human Resources**  
( Open Learning Center - Ain Shams University - Egypt 2015 ) .
9. **Diploma in Projects Management**  
( Open Learning Center - Ain Shams University - Egypt 2015 ) .
10. **Diploma in Total Quality Management**  
( Open Learning Center - Ain Shams University - Egypt 2015 ) .

## **Certificates**

1. **Certificate of Mini Master in Business Administration**  
( Ebdaa Center For Training & Consultancy In Cooperation with Encyclopedia of Arab Economic Integration of Africa - 2016 ) .
2. **Passing Certificate in Business Administration Course**  
(Research Training and Studies Center of the League of Arab States - 2015 ) .
3. **Certificate of Achievement in Mini Master in Business Administration**  
(Canadian Training Center Of Human Development –2015 ) .
4. **Training Certificate in OSHA Construction Safety & Health**  
(Arab Association For Health & Safety Experts & Professionals –2012 ) .

## **Professional Development {Training Courses }**

1. **Course Of International Computer Driving License Syllabus Version {4.0}**  
( International Computer Driving Academy – Egypt 2009 ).
2. **Course Of MS - Office & Out Look Express**  
( APTECH Computer Education – Sudan 2009 ).
3. **Training Course In The Leadership Skills**  
(Elzahir Center For Administration Training & Human Resource Development– Sudan 2009) .
4. **Course Of English Language Communication**  
(Quality Export For Training & Human Resources Development Center - Sudan 2011 ).
5. **Training Course in Executive Secretarial**  
(EDU- Master Training Center – Abu Dhabi 2012) .
6. **Training Course in Training Of Trainers**  
(Al-Ameen Academy for Training and Consulting – UAE ( Dubai ) 2013) .
7. **Training Course in Human Resource Management**  
(Extensive Training Academy for Training and Consulting – Egypt 2013) .
8. **Training Course in Marketing & Sales Management**  
(EBDAA Center For Training & Consulting - Egypt 2015) .
9. **Training Course in Customer Service**  
(EBDAA Center For Training & Consulting - Egypt 2015) .
10. **Training Course in Financial Management**  
(EBDAA Center For Training & Consulting - Egypt 2015) .
11. **Evaluate The Performance of Systems & Technologies In Face of Security Challenges**  
(Third Dimension Training & Development Center – UAE ( Abu Dhabi ) 2012) .
12. **Course OF Occupational Safety & Health Specialist**  
(OSHA Academy Occupational Safety & Health Training – K.S.A 2015) .
13. **Course OF General Industry Safety & Health**  
(OSHA Academy Occupational Safety & Health Training – K.S.A 2016) .
14. **Training Course in Public Relations**  
(AFAG Center For Training & Human Development – Sudan 2016) .
15. **Training Course in Professional Marketing**  
(AFAG Center For Training & Human Development – Sudan 2016) .

## **Work Experience**

### **1\ Executive Secretary**

**At AlQiada Int Co For Operation & Marketing Services . (Saudi Arabia – Jeddah)**

**July 2016 up to date**

#### **Duties & Responsibilities:**

1. Provide administrative and clerical support to departments or individuals.
2. Prepare correspondence and stuff mail into envelopes.
3. Arrange for outgoing mail and packages to be picked up.
4. Prepare confidential and sensitive documents.
5. Coordinates office management activities.
6. Operate office equipment, such as photocopy machine and scanner.
7. Relay directives, instructions and assignment to executives.
8. Direct the general public to the appropriate staff member.

### **2\ Executive Secretary**

**At MAB Facilities Management L.L.C. (Saudi Arabia – Jeddah)**

**March 2015 to June 2016**

#### **Duties & Responsibilities:**

1. Prepare correspondence, reports, and materials for publications and presentations.
2. Setup President's travel arrangements.
3. Setup accommodation and entertainment arrangements for company visitors.
4. Maintain President's calendar.
5. Prepare and maintain President's expense report.
6. Setup and coordinate meetings and conferences.
7. Create, transcribe, and distribute meeting agendas and minutes.
8. Meet and greet clients and visitors.
9. Perform general clerical duties to include but not limited to (photocopying, faxing, mailing, and filing) .
10. Maintain hard copy and electronic filing system.
11. Research, price, and purchase office furniture and supplies.
12. Coordinate project-based work.
13. Supervise support staff.
14. Other duties as assigned .

### **3\ Executive Secretary**

**At Gulf Global Technology Co (UAE - Abu Dhabi)**

**October 2012 To September 2014**

#### **Duties & Responsibilities:**

1. Coordinate office management activities to aid executives
2. Research and compile confidential documents
3. Take and record minutes of the meeting
4. Screen incoming correspondence and ensure delivery to intended recipient
5. Create and maintain a liaison between executives

### **4\ Computer Management Systems (Technical Support)**

**At Techno Dar Consultancy & Engineering Services (Sudan – Khartoum**

**February 2008 To January 2010**

#### **Duties & Responsibilities:**

1. Operate and monitor mainframe and mid-range computer and peripheral equipment to include; printers, tape and disk drives.
2. Observe operation of equipment, control panels, error lights, verification printouts, error messages, and faulty output.
3. Research error messages and manipulate console to resequence job steps after a job is interrupted.
4. Monitor console control panel for faulty output or machine stoppage.
5. Make procedural and/or operational corrections as necessary.
6. Contact appropriate staff to resolve console control panel errors.
7. Determine source of computer problems (hardware, software, user access, etc.).
8. Remove and distribute computer output.
9. Serve as liaison between staff and the technology department to resolve issues.
10. Document computer problems and resolutions for future reference.
11. Maintain confidentiality with regard to the information being processed, stored .
12. Other duties as assigned.

#### **Additional Responsibilities**

1. Provide on-the-job training to new department staff members.
2. Assist personnel of other departments as a computer resource

## **Achievements**

1. Participation in the preparation of the strategic plan for the company's AlQiada Int for the operation and marketing services
2. Design company profile AlQiada Int for the operation and marketing services
3. Volunteer in Red Crescent Cross
4. Active in online communities (Blogs and Forums)

## **Language Skills**

1. Arabic (Mother's tongue)  
Typing Skills : Speaking (Excellent) Writing (Excellent) Reading (Excellent)
2. English  
Typing Skills : Speaking (Excellent) Writing (Excellent) Reading (Excellent)

## **Personal Skills**

1. Proficiency in dealing with all the electronic devices and modern communications .
2. Mastering the art of dealing with others and gain their trust .
3. I am reliable and hard working.
4. I have the ability to work under pressure and deadlines.
5. I have an absorptive learning capability and breadth of intellect to relate and understand the diverse area of group.
6. I am Enthusiastic, self-motivated and a team player with an exceptional drive to achieve results in a competitive, fast- paced business environment.
7. I have Ability to suggest practical solutions to the issues
8. Mastering the art of time management .
9. Fully adapt to work within a team .
10. The ability to perform under pressure at work .
11. Enjoy a good ability to build constructive social relationships .
12. Develop strategic plans to cope with problems and crises .
13. The ability to take good decisions at the appropriate times .
14. The positive attitudes in responding to problems that occur during the course of work and work to resolve them and overcome them .

## **Computer Skills**

1. Super user in windows (XP, 2007, 2008, 2009, 2010)
2. Proficiency in the use of automated Computer MS ( Word – Excel - Power point ) .
3. Excellent MS Word Processing & MS Excel Spreadsheet & MS Access Database .
4. Excellent in using e-mails through MS outlook
5. Excellent All Programs Typing & All Applications Internet
6. Communicate effectively to all internally and externally (I.e. E-mails, Faxes , phones , etc)
7. IT supports (Desktops, Laptops. PCs, etc) of Regular problems.

## **Hobbies**

1. Read and see (Religious and Cultural Books and Technology, Education) .
2. Browse websites News, YouTube and social media {Facebook & Twitter} .
3. Sites, blogs and pages design .
4. Playing sports (Football, Basketball, Volleyball) and Strong games and to participate in various sports activities .

## **Interests**

1. Interest in the development of self-development and other skills .
2. Attention to the training Courses & participate in cultural seminars and symposiums .
3. Interest in pursuing global markets and e-commerce .
4. Attention to the development of fitness and health .

## **Memberships**

1. Arab Economic Unity Council .  
Member and consultant since March 2016
2. International Court of Arbitration .  
Member and international arbitrator since May 2015
3. The International Association of Safety Professionals .  
Member in International Association since August 2014

## **References & Documentation**

I am Gihad Bashir Mohammed Ahmed , hereby declare that above given information is correct and reliable as per the best of my knowledge .

I am ready to provide the names of my references and my certification documents, whenever requested .