

SUMAYA YOUSOF



Sumaya Yousof

" Seeks an interesting and challenging position where my qualifications and skills could be effectively utilized and developed "

Personal details: somakmbal@gmail.com

- 00249-923392021
- Nationality: Sudanese , Birth : 6-7-1989 Muscat
- National service : completed

Education : " University of Khartoum" 2016- ongoing
Faculty of Science, Department of zoology

- Ms. c. Genetics and Molecular Biology

"Sudan University of Science & Technology";2006 -2011
College of veterinary medicine and animal production.

- BSc in Animal Production Science & Technology

Experience: "Clinilab Company "; Sep 2015 – present

- Position: Product specialist (Molecular devices line , Feed and food laboratory equipment)
- Responsibilities: * Plan, organize and manage all outdoor Sales Activities
 - * Establish and implement sales objectives and goals
 - * Provide customer services after selling the product or service
 - * Provide customers relevant information about the Products

"Bdael Agricultural Company"; Oct 2014 – Apr 2015

- Position : Assistant expert (Laboratory department)
- Responsibilities: * receive and prepare laboratory samples (forages, soil, water, fertilizer) for analysis.
 - *measure and weight ingredients used in testing.
 - *Operate laboratory equipment such as Spectrometer, Nitrogen determination apparatus, centrifuges and pH meter.
 - *maintain and supervise the use of testing equipment.
 - *Prepare data summaries, reports and analyses that include results.

"Bdael Agricultural Company"; March 2014 – Oct 2014

- Position :General Manager secretary
- Responsibilities: *handle all documentation work.
 - * Efficiently manage all important telephone calls.
 - * Preparing reports and meeting agendas.
 - * Organize daily tasks list.
 - * Planning and supervising all personal travels.
 - * Manage office equipment and office space.
 - * Politely Respond to client needs and provide additional Support where necessary.
- Achievements: * created and presented an excellent image of the company and its services to customers.
 - * Perform all computer functions necessary for the smooth operation of the departments .

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“ MTN telecom company”; Jan – Mar 2014

- Position : Data entry
- Responsibilities : * input costumer data in an accurate and efficient manner.
 - * Verified interred costumer data by reviewing, correcting, deleting and reentering data.
 - * Made sure data is secured by implementing necessary security measures.
- Achievements : * reach the target daily without typing mistakes.

Training: “Semex Sudan Project”; Jun 2013

- Training in Artificial insemination techniques

“D’TASI Company”; May – Jun 2013

- Working in fields “vaccination “
- Animal feed ,Nutrition

“Animal Production Research Center”; Sep – Jan 2013

- Working in operation unites and coordinating tasks between departments

“Veterinary Teaching Hospital”; Des 2011 – Des 2012

- Working as an assistance for veterinarian doctors + hospital publicity work

Courses : “ American Institute of Professional studies ” 2014

- HACCP course

“Golden Care center for human development” 2013

- Diploma in Pharmacology

Language:

Arabic



English



Knowledge and skills:

Strong PC skills, Microsoft Office.

- Strong Internet skills, SPSS.
- Reporting and presentation skills.
- Medical and pharmacology knowledge.
- Work as a part of team well as leading a team.
- Self-development capability.
- Excellent organizational skills.
 - Efficient in time management
 - Good customer services
 - Excellent negotiation skills
 - Molecular techniques
 - Primer designing
 - Bioinformatics
 - Research skills

contact me :

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References :

- Pro. Abdel.Kareem Alebed Fadl
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