

# SUMAYA YOUSOF



**Sumaya Yousof**

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

contact me :

00249-923392021

**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 .

- “ 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

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**References :**

- **Pro. Abdel.Kareem Alebed Fadl**  
**Managing Director of "Bdael Company"**  
**+249-117104397 - +249-912221183**
  
- **Thuwaiba yousof**  
**Senior contract officer at "Canar Telecom Company"**  
**+249-912102251**
  
- **Dr.Daoud**  
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