

Assim Omer

Los Angeles, CA
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Objective

I am currently exploring the possibility of obtaining a position in a challenging environment, providing opportunities for growth and advancement, where I can utilize my experience and skills toward becoming a valuable team member.

Employment History

Administrator

2010-2013 Ministry of Human Resources Development, Sudan

Ministry was newly formed and established in 2010 to train all 40,000+ government employees – prospective and current. In my position I reported directly to the Office of the Under Secretary

- Coordinated the intake of applications for various positions
- Acted as liaison for employees in arranging financial loans
- Scheduled meetings for senior leaders

Administrator

2007-2010 University of Khartoum, Sudan (30,000 students)

Position was taken upon graduation from this same University

- Coordinated intake of all paperwork for new student registration
- Provided student counseling to those needing guidance through the process
- Financial responsibility for tracking and following up on tuition payment
- Assisted with translation for international students

Education

2003-2007 University of Khartoum

- Bachelor of Science
- Business Administration

Other Experience

I have traveled extensively and have lived overseas in the Sudan, Egypt and Saudi Arabia as well as in the United States. I am bilingual in Arabic and English, with proficiency in both languages and able to assist in translations.

References

References are available on request.