**CURRICULUM VITAE**

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Name : MARWA ADAM MAHMOUD BASI

Nationality : Sudanese

Date of Birth : June 02, 1981

Place of Birth : EL Fasher

Sex : Female

Civil status : Married

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**EDUCATION**

2000 - 2004 B.Sc. in Economics & Administrative sciences

Omdurman Ahlia University, Khartoum, Sudan.

2013-2015 High diploma in business Administration

Ahfad University for women

2015-2017 Master degree in business administration, project management specialist

Ahfad University for women

**OTHER TRAINING & CERTIFICATION**

22/01/2014 Basic Security in the Field 11 (BSITF 11)

UNITED NATION DEPARTMENT OF SAFETY OFAND SECURITY (UNDSS)

23/01/2014 ASITF (English)

UNITED NATION DEPARTMENT OF SAFETY OFAND SECURITY (UNDSS)

12/01/2009 – up to date : Galileo Intranet System

28/10/2013 - 29/10/2013 : Client Orientation Skills

UNAMID, Khartoum, SUDAN.

15/04/2013 - 15/04/2013 : SAP Business Object XI Web Intelligence 3.1

UNAMID, Khartoum, SUDAN.

21/03/2012 - 19/03/2012 : Training on IPSAS Food and Agriculture organization (FAO)

: Prevention of harassment, Sexual harassment and abuse of

Authority in the Work place – UNAMID

2010 : The Integrity Awareness Initiative On line learning – UNAMID

2008 : Financial Compliance OMMAN/JORDAN

: Diploma of computer

1999 : Sudanese Certificate

**PROFESSIONAL EXPERIENCE**

Team Assistant - Jan 2009 Up to date

United Nations / African Hybrid Mission in Darfur, EL Fasher, Darfur,Sudan.

Communication Assistant is responsible for inputting the correct information and researches all data entry that is entered in Galileo for CITS. The duties include but not limited to the following:

\* Assist with the organization and coordination of all daily activates of the Communications and Information Technology Section.

\*For imputing correct information and research all data entry that is entered in Galileo for CITS. The duties include but not limited to the following.

\* issue and receive items expendables and non – exebandable using the Galileo data base and maintain files of all transaction.

\* Assist in check out procedures of staff members and military staff leaving the mission.

\* Ensure that all issues are authorized with the revenant work order.

\* Ensure that all assets are issued and security passes are prepared and signed by assets manager or his designate prior to the Assets Leaving the warehouse.

Confirm the correctness and accuracy of the inventory. Physical verification. Stock takes and writes–off procedures.

\* help project managers develop and maintain documents such as meeting minutes, drawings, specifications, approvals and related items.

\* Prepares and maintain attendance records for all staff members in the section Identifying files for archiving and updating all files to determine appropriate timing for archiving.

\*Prepare supply request for the office need.

Provide first line support to end user problems relating to both hardware and software.

Being a first point of contact for all issue relating to both IT and communications,

\*Ensure that all our customer’s needs are properly taken care in timely manner.

\*All contact to the helpdesk should be registered to database and solution are kept for future reference

\*Prepares and maintain attendance records for all staff members in the section Identifying files for archiving and updating all files to determine appropriate timing for archiving.

\*Prepare supply request for the office need.

**Academy for Educational Development (AED) ELFASHER OFFICE**

Duties & Responsibilities:

\* Handle day petty cash bookkeeping and finance matters

\*Be responsible for all cash transaction,

\*Manage office cash flow and trimly replenishment for cash account

\*Prepare monthly payroll social security and staff income tax and other regular monthly pay mints.

\*Ensure complain with donor and AED regulation on all finance administrative and procurement activates.

\*Coordinate and flow up with program officer regarding programs payment and with administration non program payment

\* participate committees upon request.

\*Comply with RED DCSPs. Staff safety procedures at all time and contribute to building strong culture of staff safely in the project.

\*Review supporting documentation for processing various action answer variety of enquiries and supply readily available information from office files, data bases, liaising with other offices as appropriate.

\*assist supervisor(s) in monitoring the contractual status of all staff on varicose appointments based immediate location of within the

Office ‘mandate monitor within grade service increment schedules and institutions (course schedules, curricula and cost);

\*Report in each working to my administrative supervisor, AEDs, head office Elfasher

**Relief International in kebkabiya office as finance under following responsibility**:

\*Prepare monthly financial report

\*Pay slip for all staff and pay income tax and social insurer.

\*Recover loan monitor

\*Responsible for all financial transaction where RI activates

\*telephone answering and message taking, filing and document management, general clerical tasks, organizing meetings and reception work

**REFERENCES**

1**. Ms. SIMRET ABAY**

GITTS, Region Coordinator

UNAMID -GITTS

Email. Abai @un.org

Tel.0922410029

Khartoum, SUDAN

2. **Dr. EL WALI ABDELSALAM**

National Country Director

Relief International

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Khartoum, Sudan

3**. Mohamed Ahmed Salah**

Finance manager -Relief International office

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