

Eng.Sarah Ghalib Eskander

20th Street, Sana'a, Yemen | sara.eskander.2047@gmail.com | +967-781761374

Experience:

- Dec,2023** **Admin Assistant – Yemen & Kwait Bank (YKB)(ongoing)**
Duties:
- archiving documents soft and hard.
 - Manage phone calls and communicate with agents.
 - Welcome agents and visitors.
 - Collaborate with other departments to ensure the smooth of admin tasks.
 - Any related work as assigned.
-
- Nov,2023** **Working as an Activity Officer(remotely)**
at Elite Global Excellence (Malaysia)(on going).
-
- 2023** **Working as an English Assistant**
at New horizons Institute.

Education:

- 2018-2023** **Bachelor's Degree in Agricultural Economy,**
at Faculty of Agriculture, Sana'a University.

Diplomas:

- 2023** **English Diploma**
at New Horizons Institute.
Grade: Excellent.
-
- 2023** **ICDL.**
at New Horizons Institute.
Grade: Excellent.

Training Courses:

July,2022 **Agricultural Marketing and Trade,**
Aug,2022 at Ministry of Agriculture and Irrigation.



Aug,2022 **The Basics of The Economic Feasibility Study of Projects,**
at SMEPS.



Oct,2024 **Business Administration Program,**
at Orange Institute.



Oct,2024 **The Professional Employee,**
at Orange Institute.

Skills:

- **Upbeat and energetic, with a positive attitude and optimistic outlook.**
- **Exceptional at communicating effectively and tactfully with a wide variety of personalitytypes, while always maintaining confidentiality.**
- **Able to work in stressful situations and when under pressure.**
- **The process of organizing and planning how to divide the time between differentactivities.**
- **Enjoys multi-tasking and working independently or as part of a team.**
- **Collaboration with farmers to integrate their international knowledge into FMNR practices.**
- **Ability to gather and analyze field data to measure the effectiveness of regeneration techniques.**
- **Encouraging adoption of sustainable land management.**
- **Developing and implementing long-term plans to achieve organizational goals.**
- **Identifying challenges and implementing solutions to keep plans on track.**
- **Coordinating with team members, stakeholders, and external partners to ensure alignment.**

Workshops:

- | | |
|------------|---|
| 14Jan,2024 | “(How to Plan a Successful Journey from University Life to the Corporate World)”
Elite Global Excellence (Malaysia) (online) |
| 23Dec,2023 | “(The P’S In Medicine A Roadmap For Computer Science, Medicine And Engineering)”
Elite Global Excellence (Malaysia) (online) |
| 20Dec,2023 | “(Parallel Computing Platform and Cuda Software For Big Data), Simulation)”,
Elite Global Excellence (Malaysia) (online) |
| 15Dec,2023 | (Global Marketing Insights)”,
Elite Global Excellence (Malaysia) (online) |
| 12Dec,2023 | “(Strategies For Success Industry 4.0)”,
Elite Global Excellence (Malaysia) (online) |

Languages:

- **Arabic:** Mother language.
- **English:** Excellent and Fluent.
- **Korean:** Intermediate.