

SajidaTaj ElsirAbdelrahmanMohamed

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- DateofBirth:5/9/1998
- Location:KhartoumBahri,Sudan
- Nationality:Sudanese

Professional Summary

Results-driven and detail-oriented Computer Science graduate with a major in Information Systems. Strong foundation in software development, system design, IT project management, and customer support. Skilled in programming, data analysis, CRM, and social media. Excellent communication and interpersonal skills with proven ability to work independently or collaboratively to meet deadlines.

Experienced in technical troubleshooting, administrative support, and versatile roles across healthcare, education, and customer service sectors and member of IEEE since 2019 with a passion for continuous learning and professional growth.

Education:

Al-Zaeem Al-Azhari University

Bachelor's in Computer Science – Major in Information Systems

Professional Experience:

Al-Wifaq Qatari Hospital

IT Support

February, 2025 – May 2025

- Front desk employee, handle patient inquiries and appointment scheduling.
- Provide IT support to staff and ensure smooth operation of internal software.
- Maintain accurate records and assist with data entry and reporting tasks.
- Support HR and administrative workflows and document control.

Al-Asmaa Pharma Co.

Administrative & Technical Support

2021 – 2022

- Provided day-to-day technical support for hardware, software, and network systems.
- Installed, configured, and maintained computers, printers, and peripheral devices.
- Monitored system performance and resolved user-reported technical issues in a timely manner.
- Supported internal teams by maintaining data backups, performing routine diagnostics, and ensuring system security protocols were followed.
- Assisted in the digitization of records and optimized internal processes using

digital tools.

IEEE Sudan Section

Active Member

2019 – Present

- Participated in technical events, workshops, and professional networking activities
- Supported organizing committees in event logistics and community outreach.
- Contributed to the promotion of tech awareness and youth participation in innovation.

Shakireen Specialized Hospital – Al-Dabba

Content Writer and Graphic Designer – Media and Public Relations Department

From [9/2025] to Present

- Preparing and writing media and awareness content for the hospital to be published on digital platforms and in the press.
- Designing visual materials (posters, flyers, presentations) in alignment with the hospital's visual identity.
- Managing media and promotional campaigns for medical initiatives and events.
- Coordinating with media outlets to cover hospital news and medical achievements.
- Enhancing the hospital's public image by building effective relationships with the local community and health/media institutions.
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Additional Experience

- Event Organization: Coordinated event logistics including venue arrangement, guest services, microphone setup, and on-site operations.
- Primary Education Tutoring: Taught computer science fundamentals to primary school students, using engaging methods and digital tools.
- Versatile roles in:
 - Call center and telemarketing
 - Sales and cashier positions
 - Secretary and receptionist roles

Skills:

Technical Skills:

- Java Programming
- Microsoft Word, Excel, PowerPoint
- Data Analysis
- CRM systems
- Digital Tools Utilization

Soft Skills:

- Problem Solving
- Communication & Patience
- Teamwork & Collaboration

- Customer Service
- Working Under Pressure

Languages

Arabic: Native

English: Intermediate

References

Available upon request.