

Afag Dawelbait

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Personal Information

D.O.B : 25/07/1973
Gender : Female
Marital Status : Married
No. of Children : 2
Nationality : Sudanese
Religion : Islam
Visa Status : UK Resident



Summary

I wish to apply for the position as advertised .
I studied your requirements carefully and believe that I have the required qualifications and experience for this position. I request you to accept my resume enclosed with this application.
As noted on my resume, I hold a ph.D in Intellectual property and a various training courses in the field of education and Intellectual property . I have been working as Assistant General Manager Cambridge International Sudan since 2003. Before 2003, I was a famous producer in Sudan National TV.

I am experienced administrator professional with strong leadership and relationship-building skills.

I am also skilled administrator with experience in the education industry. Familiar with administration systems with more than 17 years experience. Areas of expertise include Educational institution know-how management , General Management Skills , Mass media specialist , Mass media lecturer and Customer-service focused .

More details on my web page:

<http://afag.ccl-uk.org.uk>

Education

2013	University of Khartoum Khartoum, Sudan Intellectual property Ph.D ph.D In Intellectual property.
2007	Omdurman Islamic University Omdurman, Sudan Mass Media MSc Masters Degree in Mass Media with grade of Distinction.
1998	Omdurman Islamic University Omdurman, Sudan Radio & TV BSc Bachelors degree in Radio & TV with grade Good.

Training , Workshops and Siminars

Workshop in Intellectual property Laws.

Institute of Training and Law Reform , Sudan 1999.

Training - Professional Certificate

Professional Development Diploma in - (BCTS) British Curriculum Teaching Skills.

Training - Professional Diploma

Cambridge International College , Sudan 2008.

Adult and community education

Seminar.

Infinity College - Egypt 2010

Certificate of (Approved Broadcaster)

Certification

- Sudan National Radio 1998

Exam consist of

- programs recorded "direct talk programs,"
- The performance of the Voice Over "VO"
- vocal skills

Languages

Fluent reading/writing / speaking Arabic.

English

Experience

August 2014

Cambridge College London

London, London

Administrative Assistant

Main Duties:

- Planned and executed all aspects of office headquarter move.
- Worked directly with the director to achieve the establishing of the new college.
- Performing all other task of administrative assistant.

March 2003 to
August 2014

Cambridge International Sudan

Khartoum, Sudan

Assistant General Manager

Main Responsibilities Includes:

- Run day-to-day operations as well as set the goals and objectives needed for success.
- Establish academic standards, overseeing the implementation and making sure teachers and lecturers are equipped with the necessary resources to meet those benchmarks.

Other duties Include:

- Managing the schools , training centres and the university college's finances and budget. Making sure facilities are safe and secure.

Meeting with teachers and parents as part of measuring progress and gauging behaviour.

- Supporting teachers in their disciplinary decisions; and supervising and monitoring all categories of schools , training centres and the college's staff, including teachers, lecturers and counsellors and media specialists.

- Coordinate with school principals , training centre managers and the college's dean to aid with administration.

- Lecturing in the college and the training centres as part-time job in the evenings. Subjects taught (Mass Media , Intellectual property in the Islamic legislation and Intellectual property Laws.

January 1997 to
March 2003

Sudan National TV

Khartoum, Sudan

TV Presenter

Main Duties:

- Memorizes script, reads, or ad-libs to identify station, introduce and close shows, and announce station breaks, commercials, or public service information.
- Cues worker to transmit program from network central station or other pick-up points according to schedule.
- Reads news flashes to keep audience informed of important events.
- Rewrites news bulletin from wire service teletype to fit specific time slot.
- Describes public event such as parade or convention.
- Interviews guest, such as sport or other public personality, and moderates panel or discussion show to entertain audience.
- Keeps daily program log.
- Operates control console.
- Performs additional duties in small stations, such as operating radio transmitter, selling time, or writing advertising copy.

Publications and Research

- Intellectual property in Islamic jurisprudence - Research - 2010
- knowledge of Islamic jurisprudence of the concepts related to intellectual property - Publications - 2012
- Teachers Training Handbook - Publications - 2011

Deatials of Publications and Research In my Web Page:

<http://afag.ccl-uk.org.uk>

Interests

- Gardening.
- Writing scripts for drama , theatre and TV shows in Arabic Language.
- Reading.

References

- Dr. Motwakil Alfadni
Former Assisstant General Manager for Academic Affairs
Cambridge International Sudan.
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- Mr. Maaz Osman
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- Dr. Abu Zaid
Dean Of Cambridge College Sudan
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