



# LAMIA HAMED

## DIRECTOR OF THE RESULTS OFFICE

I worked as a Director of the Results Office in a different colleges . With over 18 years of experience in managing academic records and ensuring accuracy in grading, I am committed to upholding the highest standards of academic integrity. My expertise in data analysis and reporting has enabled me to streamline processes and improve efficiency in the Results Office. I am dedicated to providing exceptional service to students, faculty and staff, and am constantly seeking ways to enhance the student experience.

### CONTACT INFO

+249 91 807 6361  
+966 50 885 3178  
+971 50 257 0058

Khartoum - Sudan

Lamyaa.monaeim@gmail.com

Sudan

### EDUCATION

**Bachelor in English Arts | 2003**

Bahr Al-Gazal University - Sudan

### WORK EXPERIENCE

2018 - Present

**Director of the Results Office**

Faculty of Arts - Al Neelain University - Sudan  
Academic Office

2017 - 2018

**Director of the Results Office**

Faculty of Commerce - Al Neelain University - Sudan

2006 - 2017

**Director of the Results Office**

Faculty of Arts - Al Neelain University - Sudan

2005 - 2006

**Secretary**

English Department - Al Neelain University - Sudan

### WORKSHOPS

Workshops in result system, 2005 - 2006

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### JOB DUTIES

- Management and processing of student grades,
- Ensuring accuracy and confidentiality of records,
- collaborating with faculty and staff to maintain academic standards
- Providing data analysis and reporting to support decision-making.
- Devising and managing processes and projects, which could include recruitment, finances, advertising campaigns and events, and quality assurance
- Liaising with potential students, other institutions and government departments
- Preparing statistics and handling data, such as student numbers and attendance figures
- Handling queries and complaints
- Researching and writing reports
- Organizing events.

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### LANGUAGES

- Arabic
- English

### SOFT SKILLS

- Excellent interpersonal skills.
- IT skills.
- Organisational and time management skills.
- The ability to work with people from all backgrounds.

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### REFERENCES

#### **Professor Abdelbagi Younis**

Professor at information and documentation department  
Faculty of Arts - Al Neelain University - Sudan  
Tel: +249 96 193 6098                      +249 91 299 2221  
Email: Abdelbageyounis@gmail.com

#### **Dr. Salwa Osman Ahmed**

Dean of Faculty of Arts, Al Neelain University - Sudan  
Tel: +249 12 306 0859                      +249 91 236 0859  
Email: Salwa\_new22@hotmail.com

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