**Achievement**

As HR & Admin professional, I have worked for the top companies in Sudan/ region such as Sudan Airways, Savola Food and Morouj.

**HR**, managed to fulfill a broad range of HR functions, including training employees, administering benefits, conducted disciplinary action and managed HR records. Resolved conflicts between employees and insurance carriers, prevented Sudan Airways to pay a huge amount of money to the medical insurance company as additions and deletions fees to the medical policy by presenting documents that defied the claim, Guided the startup Of HR operations, created HR policies and procedures, created group of benefits databases, salary breakdown and developed orientation, sat up a training budget, designed HR department structure. Managed leave-of-absence programs and personnel records plus designed filing system, formed the employment contracts by liaising with the legal consultant, handled HR generalist workplace issues.

**ADMIN**, managed to deliver many rehabilitation project, participated to set up and review a next year budget. I truly added value form my position to the company when I was selected to be a HACCAP team member, I have done initiatively what was required to let Saovla meet the HACCAP standard to pass the audit. played a significant role to manage my team to lead the whole operation of the admin section to support the business and increase the employee satisfaction.

**Skills**

**personal traits*:***

 \*Literally committed to personal development, motivated, hungry to achieve, Personal drive, high emotional intelligence and culturally aware.

\* Proficient in Arabic and English.

\* Highly skilled in oral communication and proficient in oral and written business English.

\* Persistent with high resilience and decisive.

\* Good interpersonal, social and organizational skills.

\* Team player and open minded attitude towards different cultures.

\* Proactive, dynamic and punctual personality.

\* Smart working and willingness to work additional hours as necessary.

\* Strong administration and time management skills.

\* Conflict management skills and good negotiation skills.

**Technical competences:**

* Excellent Knowledge in HR best practices
* Knowledge of Oracle ERP system and HRIS
* Deep knowledge in performance management
* Good knowledge in project management ( PMP)

**Employment History**

Job title: HR Operations Manager, 2019- current

Company: Gentle Care for services & investment

Job title: Admin Supervisor (Section head), June 2018-DEC 2018

Company: Savola Food ([www.savola.com](http://www.savola.com))

Job title: HR Officer, 2015-2017

Job title: HR welfare administrator, 2009-2014

Job title: Administrator *(*Sudan airways guest house*)*, 2006-2009

Company: Sudan Airways,

Job title: Head of Planning and project, 2013-2016 voluntary

Company: Elmohajreen Humanitarian Organization,

**Education and Development**

***\*Sudan International University***

Post-Graduate Diploma in Business Administration(ongoing).

***\*Open University of Sudan***

 Bachelor of Business Administration.

***\*Upper Nile University***

 Diploma of Computer Sciences.

*Professional certification:*

-Certified Human Resource Manager \_CHRM (AMII-USA)

 \*Preparation course for SHRM\_cp exam (ongoing)

*Professional Coursework(online):*

-HR Fundamentals, **CIPD**

-People Management Skills, **CIPD**

-Diploma in HRM, **Alison**

*Professional Coursework:*

 -HRME, IAPPD - British Educational Academy

 -Diploma in HRM , AISD-US

 -HRM, HR TOP – Institute of HRM

 -Manpower Planning HR TOP – Institute of HRM

 -Performance Management and Development, Asia

 -Wages and salaries structure, HR TOP – Institute of HRM

 -Transforming Personnel into HRM, Sudan air training centre

*Related Coursework:*

**-**Mini MBA, University of Khartoum

-Management principles, Asia master training center

-Project Management Professional, University of Khartoum

-PMP Preparation , Brilliant professional TC

-The Strategic planning, the Sudanese Federation Youth

-Management and decision making skills, Alsalam center for H.R development

 -Advanced excel, HR TOP – Institute of HRM

*Language, Business communication:*

 \*English for Human Resource, HR TOP – Institute of HRM

 \*English for The Workplace, British Council

 \*Business English for Communication, Direct English-ICQ

 \*Effective Report Writing Skills, Best Step & HR development CEN

 \*Advanced English, British educational institute

 \*English, Upper Intermediate 1&2, British Council.

*Other Coursework:* -Airline operations documents and quality, **IATA**

**-**HACCP, **Savola Food**

-Visual performance measurement, **Savola Food**

-NLP, A’zahir administrative & HR development CEN

-Self management, the royal institution of training & human development

-TOT, Sudanese youth association for trainers-ministry of youth and sport