***In the name of god most gracious***

**Most merciful**

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***C*urriculum vitae**

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Hamad Ibrahim Mohamed abdulhadi

* **Contact information:-**

*Name : Hamad Ibrahim Mohamed Abdulhadi*

*Address :*

*Arkawit , square 54 - Khartoum – Sudan.*

*Mobile: 00249\_122956623*

* Personal information:

Date of birth: 1960

Social status: married

Religion: Muslim

Language spoken : Arabic / English

* Services certificates:-
* From 1979 to 1984 working as supply and purchasing officer at polytechnic institute – engineering collage – Khartoum Sudan .
* From 1984 to 2000 working as senior expeditor Saudi medical service company – alsalam hospital – sadah . al Yemen.
* From 2001 to 2020 (period of work with secretariat of Sudanese working abroad- ministry of cabinet – in difference department as below ):-
* From 2001 to 2003 \_ working as director of public government.
* From 2003 to 2008 \_ working as director of communities affairs.
* From 2008 to 2014 \_ working as director of culture and educational department affairs .
* From April 2014 to November 2014 \_ as director of administration affairs .
* From November up to April 2015 \_ as director general of finance administration affairs .
* From 14/4/2015 up to 2018 director general of national fund for supporting of returnees .
* From 2018 up to 2020 second period as director general of finance manger .
* **Job description from 1979 to 1984 as supply and purchasing officer Khartoum – Sudan *:***

Supervise and controls the stores of the institute. \*

* Conduct inventory of supplies and prepares annual budget of stores .

\*In charge of purchasing from the local

markets according to purchasing policies .

* **Job description ( period of work with saudi medical service as senior expeditor :**

\* Initiates processing of necessary forms for passport transactions such as work permits, working visas, residence visas /re/entry visas, visitor visa and other transaction such as driving licenses, customs exemption letters.

Supervises of staff comprised bilingual interpretation. \*

\* Act as arbitrator during hearing on labor disputes, police investigation and other hospital problem, relative to government or local activities.

\* Interprets spoken words from Arabic to English and English to Arabic.

\* performs such job-related duties not specifically enumerated in his job description which may from time to time be assigned by supervisor

* Job description ( from 2001 up to 2020 according to jobs title we mentioned above :

*\** Awareness customers and helping them in order to finish heir transaction.

\* Organized the entrance and getting out the customer and facilitated the steps of procedure

\* Solving their problems with authorized government department.

\* Receiving of customers complains and analyzes it in order to transfer it to higher management for taking an action plans.

\* Process and deal with related government department on behalf of higher management.

\* Greeting and meeting the guests of the corporation.

\* Arrangement and organized the appointment of head department.

\* Organized and preparing the meeting, conference, forums and other activities such as general festivities.

\* communication channel with customers abroad in order to solve their problems with related departments

\* Preparing of adaptations and social workshop for Sudanese youth abroad .

\* Solving the problems of Sudanese working abroad with the related governmental department inside.

\* Solving and treat the problems of educational for Sudanese students who would like to join the Sudanese universities.

\* Preparing of conference and workshops for solving chronic problems of Sudanese working abroad.

\* solving the problems of adaptation for children who born outside the country to help them in integrating in their mother community

\* Preparing of introduction programs for Sudan and people of Sudan culture, tradition and customs.

\* Supervise and control of Sudanese schools abroad (in collaboration with ministry of education).

* **Job description as director general of finance and administration*: -***
* Manage Financial and administration activities to achieve financial goals.
* Develop business plan and budget for performing of supplying projects.
* Monitoring and managing of expenditures with allotted budget.
* Develop and maintain standard finance administrative procedure .
* Supervisor of finance and administration affairs.
* **Job description as director of national fund for supporting of returnees:**
* Administration and financial supervision of the funds management .
* Preparing of an annual plans and acquisition reports .
* Preparing financial Administrative acquisition reports .
* Preparing of supplying projects .
* Endeavor with authorized department to provide if stability elements such as (housing, medical service, decent living, and solving students issues) .
* Encouraging expatriates to invest at home and protect their saving ,
* **Educational attainment training course certificate :-**
* Diploma in purchasing and supplies in 1979
* Diploma in general English language ( advanced level April 2020 )( salti ) .
* Training course in communication ( English language July 2010 – university of Khartoum .
* Training course at national center for capacity building ( English for specific purpose )
* Training course / administrative English June 2003 .
* Training course in Microsoft 2000 o July .
* Training course ( internal auditor ) on December 2003 .
* Training course at AL Amal international center for management of human resource , skill 915/ 2015 .
* Diploma in public relation in human engineering science in 2003 .
* Training course in planning skill and management organization 2010 .
* Training course in modern trends in evaluation and development of laborer performance .
* Course in measuring institutional performance 9/11/2004 .
* A course in document security and information confidentiality 17/4/2011.
* Training course in electronic archive 3/7/2019 .
* High secondary certificate 1979 .
* Sudan university one year 1983 .
* Juba university one year 2003 .
* Open Sudan university faculty of English ( 2016 – 2020 ) .
* **References :***-*

Omer Khojali Habbani – director general of almohajer Sudan – Khartoum

***Tel : 0912394520***

Taj aldeen almahdi – former secretary of Sudanese working abroad

***Tel : 0912396608***