

Ahmed Siddiq El-Hussein

PROFILE

A motivated, adaptable and responsible person. My main strengths are critical thinking with strong analytical skills, determinant to get a job done as proven by my extensive work experiences in recruitment and HR as a whole. I try to learn something new from every experience because I believe there is always room for self-improvement both personally and professionally. **I see life as a gift, and it offers us the privilege, opportunity, and responsibility to give something back by becoming more.**

EMPLOYMENT

Free-lancer. (August 2015 – up to date)

HR & Recruitment Consultant

Recruitment:

- Using sales, business development, marketing techniques and networking to attract business from client companies;
- Developing a good understanding of client companies, their industry, what they do, plus their work culture and environment;
- Advertising vacancies by drafting and placing adverts in a range of media, for example newspapers, websites, magazines, and social media;
- Headhunting - identifying and approaching suitable candidates who may already be in work;
- Receiving and reviewing applications, managing interviews and tests and creating a shortlist of candidates for the client;
- Offering advice to both clients and candidates on pay rates, training and career progression; working towards and exceeding targets that may relate to the number of candidates placed, a value to be billed to clients or business leads generated;
- Reviewing recruitment policies to ensure effectiveness of selection techniques and recruitment programs.

General Human Resources:

- Advising management on the administration of human resources policies and procedures
- Serving as internal consultants by analyzing a company's current HR programs and recommending solutions
- Developing, revising, and implementing HR policies and procedures
- Ensuring HR programs and services are in compliance with established policies and procedures and state/federal laws and regulations
- Preparing and maintaining reports related to specific HR projects
- Assisting with the development and coordination of recommended changes regarding workflow
- Developing methods for compiling and analyzing data for reports and special projects
- Presenting training sessions related to specific HR programs

Sayga Investment Company – DAL Group (7th January 2015 – 7th August 2015)

HR Officer – Recruitment & Selection

- Screening, Sorting & Short listing CV's for all positions.
- Handle all communications with recruitment agencies.
- Administration of all pre-selection tests and assessments, & attend interviews.
- Conducts Tours & Orientation.
- Prepare all the company contracts, offer letters promotions, transfers, amendments, Salary increase, as requested.
- Provides continuous improvement and generate new ideas for the job's; role, activities, tools, products, process, systems, policies, plans...etc.
- Explore creative approaches, practical solutions to solve problems and seek diverse solution to work issues.
- Proactively takes steps to influence or promote positive culture change at all times.
- Minimize, manage and eliminate all types of job waste and adopt lean/kaizen practices and approaches when and as necessarily.

Kenana Sugar Company – Sudan (9th April 2013 up to April 7th 2014)

Sr. HR Business Partner - Manpower Planning & Recruitment

- Prepare annual Human Resources plans and budgets to meet the Human Resources strategic objectives.
- Monitor implementation of the annual Human Resources plans and measure achievements of results against budgets and objectives.
- Recommend annual Human Resources strategy, in areas of recruitment and selection.
- Drive the manpower planning process and ensure adherence to the manpower budgets and appropriate staffing levels.
- Custodian of the Talent Acquisition Program and all its activities.
- Follow up with the Talent Acquisition team to secure timely joining of new employees and ensure smooth on boarding of new employees.
- Conduct job analysis in coordination with the job incumbent/Manager; write and update Job Descriptions.
- Prepare HR metrics and provide HR reports to GM of HRD and the business units. Identify areas for improvement and set and follow up on action plans.

MTN – Sudan (2nd Dec. 2011 up to 20th Dec. 2012)

Recruitment Specialist

- Reported to the Organizational & Development Senior Manager.
- Headcount & Budget check for positions.
- Creating vacancies for both Internal & External potentials, and then pooling potential qualified candidates.
- Conducting tests and interviews for potential candidates & introduce them to the company.
- Hiring qualified employees; Filing, conducting Reference check and background investigations, update all systems related to recruitment.
- Complete awareness of HR functions and roles toward the company.

MTN – Sudan (2nd June 2010 up to 1st Dec. 2011)

Recruitment Administrator

- Reported to the Organizational & Development Senior Manager.
- Responsible of creating a qualified pool of candidates for vacancies in the organization structure.
- Conducting tests and interviews for potential candidates & introduce them to the company.
- Hiring qualified candidates in order to achieve company's overall objectives.

- Fully responsible of a vacancy life cycle starting from announcements ending with filling the position.
- Complete awareness of HR functions and roles toward the company.

MTN – Sudan (1st April 2010 – 1st June 2010)

Part-Timer

- FIFA Assistance for Brand Operations in Marketing Division.
- Reported to Senior Manager of Brand Operations.
- Gained huge knowledge about the procedures of marketing strategies and branding issues related to new services & offers.

DAL Group Co.Ltd. (DAL Motors – Mitsubishi Automobiles)

Trainee

- Reported to the Vice General Manager of the Sales Department.
- Gained a proper knowledge about the car deals of the company and the type of practice.
- Co-operated in the development of a new system involving the data entry of new transactions and clients' accounts.

The Middle East Insurance Co.Ltd.

Trainee

- Reported to the Vice General Manager.
- Explored all fields of the insurance company.
- High knowledge gained about the legal processes and the global role of the company with foreign countries.

COURSES

Successful completion of Human Resource Management training Certificate No.: HRMT 1520112 from HRPRO Specialists.

Focused Interview Training: from HayGroup® with MTN Sudan .

SKILLS

Computer: Excellent proficient in Excel, Word, PowerPoint and Internet browsing.

Presentation: Developed ability to produce reports and presentations to a professional standard.

Analysis & Evaluation: Proficient in assessing data and formulating solutions.

Organizational: Effective at time management and prioritizing tasks to achieve deadlines.

Interpersonal/Communication: Strong team working, leadership and communication skills.

Language: Conversational Fluent English & Arabic.

INTERESTS

Sports: Play football, Swimming and Kick Boxing frequently

Music: Play guitar and give guitar lessons.

Books: epic novels, philosophy, literature & fantasy stories.

EDUCATION

2003-2009 The American University in London (AUL)

Bachelor of Business Administration Final Year Project: An individual project which investigated the Impact of E-Ticketing on Marketing Performance using the Emirates Airlines as a case study. Analyzing the Consumer acceptance of the service and procedures used to attract customers. SPSS was initiated to analyze data that indicates the results of a successful research.

REFERENCES

Available upon Request