

(CV)

Personal details



Full Name	Nazar AwadAlla Ali Tamim
Gender	Male
Date and Place of Birth	02/03/19984
Citizenship	Sudanes
Current residence (include contact #)	Sudan 0123284362 – Sapp 0911112337
Email address	Nazartamim6677@gmail.com

Education and degrees awarded

Start with most recent studies and work backwards

Course /Degree Name	Educational Institution	Start date (Month/Year)	End date (Month/Year)	Course Grade – please indicate as a percentage	Duration of research component, if applicable; ie. 6 months
School of Administrative Sciences	Juba University	2007	2011	70%	
Accounting					

Other education and training, qualifications and skills

Education or Training program	Institution name	Details of the education or training	Start date (Month/Year)	End date (Month/Year)
Human Resource Management	Khartoum University	training	05/12/2018	16/12/2018
Human Resource Management	British Accreditation Foundation	Professional Diploma	15/04/2017	15/06/2017
Human Resource Management	AsmabCenter for Professional Training	training		26/04/2018
management skills	British Accreditation Foundation	Professional Diploma	10/09/2019	07/11/2019

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Total Quality Management	Sudan Society for Science and Technology	training	09/06/2018	12/09/2018
Business Administration	AsmabCenter for Professional Training	training	02/2018	04/2018
Islamic Solidarity Bank			06/02/2011	06/03/2011

Current Position

Position Name	HR & Admini Manager
Employer name / Place of work	Afroskot Serveces Company Ltd – Khartoum2
Start date (Month/Year)	01/02/2021
End date (Month/Year)	Up to now
<i>Duties and Responsibilities</i>	Full-time - recruitment - appointment - follow-up - evaluation and evaluation - salaries - attendance and leave - social insurance - health insurance - end of service settlements - work injuries - application of the sanctions list - the processing of all forms Full-time - Follow-up maintenance of periodic and necessary medical devices - Providing spare parts for medical devices - Contracting with companies - Issuing permits for the facility - Follow-up of buildings and all assets -

Previous positions

Position Name	Human Resources Generalist
Employer name / Place of work	Swaid Riyadh Company Ltd. – SAUDI ARABIA
Start date (Month/Year)	17/12/2019
End date (Month/Year)	31/12/2020
<i>Duties and Responsibilities</i>	Full time - salary preparation - issuance of work permits - issuance of residencies - issuance of health cards - attendance and leave - inspections - follow-up - evaluation - contracts - letters - necessary certifications

Position Name	HR & Admini Manager
Employer name / Place of work	Zarqa Eye Specialist Hospital – Khartoum
Start date (Month/Year)	16/03/2019
End date (Month/Year)	10/12/2019
<i>Duties and Responsibilities</i>	Full-time - recruitment - appointment - follow-up - evaluation and evaluation - salaries - attendance and leave - social insurance - health insurance - end of service settlements - work injuries - application of the sanctions list - the processing of all forms Full-time - Follow-up maintenance of periodic and necessary medical devices - Providing spare parts for medical devices - Contracting with companies - Issuing permits for the facility - Follow-up of buildings and all assets

Position Name	HR & Admini Manager
Employer name / Place of work	Antalya Medical Center – Khartoum
Start date (Month/Year)	01/11/2015
End date (Month/Year)	14/03/2019

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<i>Duties and Responsibilities</i>	Full-time - recruitment - appointment - follow-up - evaluation and evaluation - salaries - attendance and leave - social insurance - health insurance - end of service settlements - work injuries - application of the sanctions list - the processing of all forms Full-time - Follow-up maintenance of periodic and necessary medical devices - Providing spare parts for medical devices - Contracting with companies - Issuing permits for the facility - Follow-up of buildings and all assets -
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Position Name	HR Officer — HR Supervisor
Employer name / Place of work	Mondial Group - Man Infrastructure Company Khartoum
Start date (Month/Year)	19/02/2012
End date (Month/Year)	07/07/2015
<i>Duties and Responsibilities</i>	Full-time - recruitment - appointment - follow-up - evaluation and evaluation - salaries - attendance and leave - social insurance - health insurance - end of service settlements - work injuries - application of the sanctions list - the processing of all forms