

**SAFIELDIN MARGHANI ELMUBARK
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<https://www.linkedin.com/in/safieldin-mohammed> in

SUMMARY AND OBJECTIVE

A highly driven and motivated individual who seeks challenging opportunities where he can fully use their multiple skills for the success of the organization and that of his as well.

EDUCATION

Alsalama College of Science and Technology Dec 2015 - Dec 2019
B.Sc. with Honours in Electrical engineering (power major)
First Class 3.13 out of 4.00

EXPERIENCE

Rida Group Jan 2022 - Present
Training & Development Junior Executive

Designing internal/external training programs, analysing training needs, designing organisation development strategy, budgeting training programs, administrating programs, and establishing collaboration with various governmental/private training institutes.

Tiga Plastic Factory Aug 2020 - Oct 2021
Human Resources Officer

Liaising with labour and staff, Supervising the cycle of work, Reporting absence, Conducting orientations, Handling attendance system, Following up the recruitment process, Following up the execution of contracts with new recruits, Supporting the management of leaves, permissions, disciplinary, and grievance issues; Preparing overtime and payroll sheets, Issuing requisitions and advances, Documenting and archiving, Maintaining and updating records, and Providing administrative support.

Honorary Consulate of Republic of Seychelles April 2017 - June 2020
ADMINISTRATIVE ASSISTANT

Handling phone calls and email inquiries, Archiving documents and files, Writing official letters, speeches, and memos; Handling office expenditure, Handling correspondences, coordinating, and arranging meetings; Translating different languages, Liaising with MFA, Liaising with Embassies to hand in correspondences, Arranging travel procedures, and escort in official events.

Movimiento de países No Alineados (MNOAL) July 16th 2019 - July 23rd 2019
TRANSLATOR

Participated in MNOAL ministerial conference in the capacity of a Latin American Spanish Translator.

SKILLS AND TOOLS

Problem solving Analytical skills Decision making General Management Assessment
Negotiation MS word MS excel MS Powerpoint Outlook C++ JAVA MATLAB ETAP
ERP Odoo

LANGUAGES

Arabic
English
Spanish (DELE, B2)

TRAINING

PMP

Course routes:

- Reasons behind the success of a project.
- How to establish a project.
- Risk management.
- How to conduct a feasibility analysis.
- How to write a progress report.

Training in Power Generation

Short term training at Merowe hydroelectric power plant in Dec 2018.

Training in Power Distribution

Short term training at Kafouri transmission sub-station in April 2018.

REFERENCE

Bahreldin Suliman Mohammed - "Blue Nile University "

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Mohammed Matar - "Honorary Consulate of Republic of Seychelles"

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