

Eiman Sayed Salim

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Administration Officer) Human Resources and Supply)

I am a professional administrative and human resources officer with eight years of experience in private sector and United Nations systems. I am confidential, responsible, organized and a team player with excellent communication skills. I have experience in leading organizational human resources, supply and administrative processes and support overall management and administrative processes in high risks and political contexts.

- **Communication skills.**
- **Report writing.**
- **Additional professional qualifications**

Key Skills: Administration | Public relations| Computer skills | Arabic and English communication | excellent writing skills | Security and risk mitigation | supply management.

PROFESSIONAL EXPERIENCE

Human Resources director | Beriqdar Group for industrial Services | Oct 2016 - Oct 2018

- Additional accomplishment
- Familiarizing employees with benefits packages.
- Hiring new employees that accommodate a company's vision for the future.
- Process payroll.
- These and other responsibilities define typical day-to-day requirements for an HR officer.

Supply Assistant | African Union - United Nations Hybrid Operation in Darfur | Nov -2010 - Oct 2015

-Support the unit head in communication, calendar management, manage the printing services at the unit, assist in drafting mission reports and managing supply processes.

-Receive , review and Screen all correspondence and other documents.

-Maintain A Calendar Of Appointments Of The Head Of Section/Unit Chief's Appointments and Act As Leave Monitor And Maintain Attendance Records For The Section. .

-Establish And Maintain A Proper Filing System.

-Compilation Of All Data/Info Related To Services Of Printing/Stamps And Copiers .

-Verification Of Invoices Related Services Task In System.

-Ensure That Requirement Of The Mission Related To Unit Are Identified In Consultation With Supply Warehouse Section And Forwarded For Action.

-Assist In Containers tracking And Movement.

-Participate In 100% Physical Verification Of Sea Containers In With Movocon.

-Raise Issue Voucher, Hand Over Voucher, Transfer Voucher Out And Transfer Voucher In For Sea Containers.

-Be side my work as admin or any other related tasks requesting by supervisor.

EDUCATION

Bachelor of Political Science and Strategic Studies | Al-Zaeim Al-Azhary University | 2007

ADDITIONAL SKILLS

-International Computer Driving License | African Union- United Nations Hybrid Operation in Darfur -El-Fasher | 2015

-Creative writer.