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KHALIFA AHMED ABDALLAH

OBJECTIVE

Based on my abilities, knowledge, and scientific and practical skills, I look forward to discovering new work environments and working under high pressure that enables me to develop my ability to innovate, face challenges and achieve goals and develop them through work teams and commitment to the values and culture of the company

SKILLS & ABILITIES

- **ERPSYSTEM**
- **Computer skills**
 - ✓ Advanced excel
 - ✓ Word Microsoft
 - ✓ PowerPoint
 - ✓ Project management
- **Communication skills**
- **Effective leadership**
- **Out look**

EXPERIENCE

- **HR TRAINING & DEVELOPMENT COORDINATOR -ELNEFEIDI GROUP HOLDING CO.LED**

7/2018 to current

- Assess training needs through surveys, interviews with employees, focus groups and consultation with managers
- Planning, design and implementation of training programs and training plan
- Evaluate the training program during and after the training session by using evaluation forms
- Measuring the effectiveness of training for all courses after 2 months and preparing final report about courses effectiveness
- Mentoring class activities during the session
- Send invitations to the BU and participants
- Coordinating with internal and external customers

- Follow up the training needs of the third generation
- Prepare reports for each quarter of (Status, No show and incomplete, Implementation and hours and effectiveness reports)
- Follow-up workshops related to specific fields and conferences if it internal or external and send interested
- Explanation of the training policy for the internal and external parties

Logistic support

- Provide logistical support for each session (presentation tools, audio, and hospitality).
- Prepare the environment of the training center in order to increase the quality of learning
- Supervising the training center and following up the process of "maintenance of electricity, internet, etc."
- Archive All documents

Finance responsibility

- Preparing financial reports for each training session and conducting financial settlements with internal and external parties
- Preparing the center's budget according to increase or decrease training activities

• **HR OFFICER – NILE CENTER FOR TECHNOLOGY RESEARCH**

• **2/2018 TO 6/2018**

- Follow up attendance
- Send training invitations to the participants
- Follow-up training courses
- Course evaluation
- Preparing reports on training courses
- Reports
- Using HR system
- Prepare letters
- Archived document
- Advertising Job
- Preparation of the preliminary list of candidates
- Filter cv

ADMINISTRATION AND OFFICER PURCHASES –QURTOBA FOR RECRUITMENT & TRAINING

12/2017 to 2/2018

- Assist the company's consultants in projects

- Advertising the training courses
- Participation in exhibitions
- Communication with external parties and the delivery and receipt of company documents
- Withdraw and supply company checks and pay bills
- Deposit the salaries of employees
- Purchase all the company's requirements
- Preparing business reports periodically

Assistant Supervisor –Time Out Restaurant

6/2017 to 2/2018

- Receiving and printing customer requests
- For supervision and follow-up
- Arranging and equipping the restaurant
- Serving meals
- Coordination events

TRAINING COURSES

Microsoft Advanced Excel

Essential Supervisor skills

Planning and organizing skills

Report writing

Soft skills

Integrated Management Program for New Employees

Effective communication skills

Time management

Basic excel

Education

BACHELOR OF BUSINESS ADMINISTRATION “FIRST CLASS” 2017

Sudan University of Science and Technology

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