

Mr. Mohamed Omer Elamin Ali

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PERSONAL INFO

NATIONALITY: SUDANESE

BIRTH: 31/5/1977

MARITAL STATUS: MARRIED

LANGUAGE: ARABIC & ENGLISH

EDUCATION

BSc of Business Administration, Eastern Mediterranean University, Gazimagusa, North Cyprus.

PROFESSIONAL TRAINING AND COURSES

- Base Certificate in Excel XP
 - ISO-9001:2000 Essentials, Documentation & Internal Auditing.2004.**Sudanese German Centre For Quality Assurance.**
 - Marketing Research & Positioning.2004.**Sudanese German Centre For Quality Assurance.**
 - Roaming Principles, TAP 3 & Roaming Services.2005.**MACH.**
 - Project Management Professional.2019.**Royal Crown Training Centre.**
 - International Conference Of Business Excellence.2018.**British Accreditation Foundation Training Centre.**
 - Performance Management.2020.**HR Top Institute of HRM.**
 - Certified Training Specialist.2020. **Principles Training Centre.**
 - **Professional Diploma in Human Resources Management.**
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WORK EXPERIENCE

MAY 6TH 2018-UP TO DATE: HEAD OF SECTION, WORKFORCE PLANNING **ETEGAHAT ELMUTADEDA GROUP**

- Responsible for recruitment, training, performance appraisal and career planning for all staff within the group.
- Responsible for assisting HR Director with formulating all HR policies.
- Prepare employee career path, succession, rotation, recruitment, and training plans.
- Responsible for supervising company Organizational charts and job descriptions & jobs evaluations.
- Responsible for formulating the company competency framework.

JANUARY 2009- JANUARY 2018: GENERAL MANAGER & CHIEF BOARD OF DIRECTORS, SILVER STAR PRINTING PRESS

Managing the whole function from meeting customers, counselling, and costing, designing, prepress preparations, purchase of raw materials, printing, binding & delivering to customers.

Business wise involved in Customer Service, Marketing & Sales, Accounting, Banking, Purchases, Human Resources, General Administration of managing & running assets efficiently including inventory and stocks.

APRIL 2008 – JAN 2009 : SENIOR CAREER PLANNING & DEVELOPMENT OFFICER, KENANA ENGINEERING AND TECHNICAL SERVICES (KETS), KHARTOUM, SUDAN

- Assist in liaison with managers & staff in identifying training & development needed.
- Retrieve & analyze performance appraisal feedback to identify training & development gaps.
- Coordinate, administer & implement staff training programs.
- Assist in developing staff skills & training plans as well as design & conduct New employee orientation.
- Follow the implementation of training programs.
- Assist in the development of special programs that raise the morale & motivate staff.
- Contact, negotiate & evaluate the training vendors.
- Maintaining all personnel records & documentation and avail them to only those concerned.
- Carry awareness sessions concerning performance appraisal.
- Follow implementation of performance management system.
- Prepare PMS reports on time.
- Ensure all documentation is available and well maintained concerning PMS.
- Provide advice, assistance and follow up on company policies & procedure.
- Manage all training & development projects requested as consultancy by external entities.

2006 – 2008: TRAINING SUPERVISOR, MTN, KHARTOUM, SUDAN

- Develop & Follow the company's Training needs & plans.
- Conduct all Departmental Trainings if needed and available.
- Conduct Induction Training to new recruits.
- Implement all local & External Trainings.
- Maintain contact with local & cross-border training Institutes for Updated training methodologies, courses, new packages, conferences
- Sponsored, & negotiate prices for in-house programs.
- Analyze employees training & Induction evaluation forms for future Improvements.
- Plan, prepare, stock & budget for all Trainings logistical arrangements.
- Prepare and follow up Training contracts for employee Retention, clearance & financial dues.
- Communicate & Implement career planning policies & processes
- Recently part of the executive board responsible for implementation of The corporate university that will govern learning in all 21 operating units.
- Responsible for training budgeting.

JAN 2005- OCT 2005: TRAINING/RECRUITMENT SUPERVISOR , MTN, KHARTOUM, SUDAN

- Established the Training & Development Department by generating the policies & procedures of the internal, external & the Induction training.
- Follow up the implementation of the training plan of the company.
- contact cross-boarder training institutes for yearly plans.
- Implement internal training programs.
- coordinate and / or conduct departmental training.
- conduct new hire orientation.
- Perform Ad-Hoc duties as assigned by management.
- Reported directly to the HR Director.
- Conduct the selection of CV's according to job requirements head count and organizational chart.
- Prepare and Conduct entrance and placement tests.
- conduct personality interviews.

- Maintain the and continuously update the recruitment database.
- I have contributed in the hiring since start-up when the company had 32 employees till present where we reached 238.

NOV 2004 - JAN 2005: SALES EXECUTIVE, SILVER STAR PRINTING PRESS, KHARTOUM, SUDAN

- Assign Sales territories, set goals and maintain customer contact.
- Analyze sales statistics to determine sales potential and inventory Requirements.

JUNE 2004 – NOV 2004 : MARKETING & SALES MANAGER, SUDANESE GERMAN CENTRE FOR QUALITY ASSURANCE, KHARTOUM, SUDAN

- Develop detailed marketing and pricing strategies to attract customers.
- Monitor trends to identify the need for new training programs.
- Oversee program development and direct the firm's sales program.
- Advice and direct the sales representatives on ways to improve sales performance.

NOV 2003 – JUNE 2004 : FULL-TIME PROGRAMS CONSULER, KHARTOUM ACADEMY FOR TECHNOLOGY, KHARTOUM, SUDAN

- Counsel and guide inquirers and students on training programs.
- Prepare presentations, meetings, proposals and marketing material for the centre.
- Gather statistical information to generate detailed reports for management.

NOV 2003 - JAN 2004: OPERATIONS ASSISTANT , SILVER STAR PRINTING PRESS, KHARTOUM, SUDAN

- Duties include costing, estimation, purchases, debt collection and sales.