

Mohammed Mukhtar Mahmoud Mohammed Salih

00249917184548/00249912730652
12.06.1995

moemukhtar95@gmail.com
Sudan, Khartoum, Riyadh, B-18, H-92



EXPERIENCE

HR Advisor

DAL Mining

05/2019 - Ongoing | Gabgaba Mine / Khartoum

- Promoted equality and diversity as part of workplace culture.
- Worked in a consultancy role assisting line managers to understand and implement policies and procedures.
- Implemented policies on working conditions, performance management and disciplinary procedures.
- Provided general support for complex administrative issues including HR payments and invoice processing.
- Advised Contract Manager and teams on employment laws and company policies and procedures.
- Finalised employment contracts liaising with legal and management teams on terms.
- Managed the administration of new employees from acceptance of job offer through to completion of probationary period, including drafting of contractual documentation and overseeing the onboarding process.

Labour Inspector

Khartoum Labour Office

10/2017 - 04/2019 | Khartoum

- Ensure that the workplaces meet at least the minimum standards and requirements of labour law.
- Investigate potential breaches impartially before making a decision.
- Strikes Elimination.
- Conduct audits, Inspections & Surveys.
- Creating corporate sanctions regulations.

L&D Coordinator

My Coach Training Services

11/2016 - 10/2017 | Khartoum

- Map out training plans for management.
- Market available training to Individuals and Organizations.
- Employed exceptional communication and relationship-building skills to develop trusting, professional client relationships.
- Design, prepare and order educational aids and materials.
- Research and recommend new training methods, like gamification.
- Boosted brand awareness and company reputation reaching 8000.

Data Analyst

Ministry of Strategic Affairs & Information

11/2015 - 11/2016 | Khartoum

- Collect, Organize & Interpret statistical information to make it useful for the organization.
- Lead the data analysis team to collect & analyze data of the economical sector of Khartoum state - focus on Jabal Awlia locality.
- Analyzed the data of Ministry of Agriculture.

SUMMARY

Experienced Human Resources Advisor with a solid understanding of HR processes and Sudan employment legislation. Delivers a meaningful HR service to the company, promoting the brand's values and providing support to staff. Responsible for general HR duties that contribute to efficiency within the department, supporting recruitment and I&D as and when required.

EDUCATION

M.sc Strategic Planning

Omdurman Islamic University

2015 - 2018

B.sc Business

Administration

Omdurman Islamic University

2011 - 2015

SKILLS

HR Inductions & Employee Onboarding

Policy and Procedure

HR Information System

First Aid Trained

Training Course Sourcing

Interviewing

LANGUAGES

Arabic

Native



English

Proficient

