**CV**

**Name :** Razan Izzeldin Khalid Mohamed Shaban

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**Personal Statement:**

Enthusiastic, I always willing to learn new skills and take on more responsibility and possesses a strong work ethic with fastidious attention to detail to work in a prestigious company, aiming to help achieve company goals with the help of the knowledge gained at the university I’m pro-active, highly organized, friendly and tactful and excellent on establishing priorities and time management.

**Educational Background:**

* + - **Primary** : Saudi Arabia
    - **High school** : Almanhal Foundation for Special Education -Omdurman
    - **University**: Sudan University of Science and technology – Communication Sciences.
    - **Specialization**: Public Relations

**Certificated:**

* + - * Human Rescues Specialist.
      * Online courses.

**Experience:**

Worked at **Vision Valley for Investment & Technologies**, (March-2014 – up to date )

* **HR Assistant:** March 2014 - May 2016.
* **HR Support Administration:** June 2016 – Dec 2018.
* **HR Executive:** Jan 2019 – Current.

**Responsibilities:**

* + - * + Follow up daily Attendance for all employees.
        + Follow up Trainees (Coordinates Interviews, Monitor Trainees Attendance, Monitor Training Periods, Schedule Training, Issue Training Certificates)
        + Set up interviews and testing dates for candidates and make shortlisted.
        + Prepares offer letters and contracts maintains recruitment file.
        + Hire employees and process hiring-related paperwork & welcoming.
        + Prepare or maintain employment records related to events such as hiring, termination, leaves, transfers, or promotions, using HRIS.
        + Process employee Payroll Management, Updating and maintaining payroll records, liaising with staff and management on payroll related queries, processing increases.
        + End of service administration
        + Manage employees records and other related documents.
        + Prepare the letters of Clarification and Warning.
        + Responsible of all labor office processes & applications whenever needed.
        + Prepare & follow up the social insurance.
        + Prepare & follow up the medical insurance.
        + Assist HR Manager for employee's performance appraisals and promotions.
        + Process Staff Payroll.
        + Responsible for HRIS system updates.
        + preparation of monthly employee reports and other HR needed reports.
        + Acts as a liaison to other Human Resources functions as necessary
        + Participate in HR projects whenever conducted.
        + Assist HR Manager in Developing the Human Resources department
        + Acting HR Manager (at different times)

**Additional Qualifications:**

* + - Excellent in all computer skills (Microsoft office - HR system - ERP system (SAP - Odoo))
    - Time Management, Multitasking.
    - Knowledge of Labor Law.
    - Knowledge of Human Resources policies and procedures
    - Ability to work Under Pressure.
    - Ability to work in multi-disciplinary teamwork.
    - Able to learn and know everything new.
    - Excellent report writing, presentation and customer interaction skills
    - Thinking positively
    - Able to work in a team as a participant and leader
    - Committed in time
    - Report writing skills
    - Interested to eject the business in beautiful image
    - Organized Person

**Languages:**

* + - English – Arabic

**References:**

* + - Upon request.