**Safa Mubarak Hussien Rahamtalla**

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**Personal Profile**: A dynamic, skilled and enthusiastic HR SHRM Certified Professional with over 15 years’ experience.

**Key Skills and Competencies**:

* An experienced team leader with influencing delegating and team building abilities able to build and Maintain Partnerships.
* Ability to initiate/manage cross-cultural and functional teams, and work on multi-disciplinary projects.
* Results oriented, aim to achieve impactful value.
* Critical thinker, decision making, oriented with problem solving skills. Able to work under ambiguous and complex situations.
* Able to establish common ground, and collaborative with high sense of Self & Ethical Awareness.
* Trainer, HR Certification training (SHRM) capacity building initiatives
* Strong Analytical Skills to support strategic decision making on HR strategies.

**EXPERIENCE**

**7/11/2021- Present Personnel Administration Manger – MSF Switzerland.**

Responsible for all HR Matters of National Staff including but not limited to:

* + - * Provide on boarding orientation briefings to new staff.
			* human resources forecasting
			* Coordinate with country offices and partners to provide assistance in their HR information management.
			* Ensure HR activities are carried out in compliance with the local regulation, and the internal rules.
			* Ensure that the Payroll activities are carried out as per the organization standards.
			* Follow up closely the Labor industry relations in order to keep the management (local & head quarter levels) posted accordingly, and to take the appropriate actions, where needed .
			* Advising /assist other field HR Managers on HR matters .
			* Foresee disciplinary actions, where needed.
			* Provide day-to-day guidance to line management (e.g., coaching, counseling.
			* Initiate Learning & Development Opportunities.

**1/4/2021- 4/11/2021 HR & General Services Manager – Oil Libya Sudan**

Lead the HR & General Services Department through:

* + - * Strict application of the policies in force relating to the compensation and benefits, recruiting/termination processes, training and development, career and succession planning, performance appraisal, labor relations, and the internal communication
			* Ensure HR activities are carried out in compliance with the local regulation, the collective bargaining (where applicable) and the internal rules.
			* Ensure that the Payroll activities are carried out as per the corporate standards .
			* Participation in the salary surveys, and/or conduct the interim survey for better positioning of the Compensation and benefits of the affiliate, vs. the Market
			* Follow up closely the Labor industry relations in order to keep the management (local & corporate levels) posted accordingly, and to take the appropriate actions, where needed
			* Advising /assist other department Managers on HR matters
			* Foresee disciplinary actions, where needed .
			* Supervise the General Services Supervisor’s work (i.e.: technical maintenance works, headquarter repairs, mail and archives management, etc.)
			* Maintenance & repair at the Head Office:
	+ Ensuring that the internal communication is effective and is in line with the company policies and guidance .

**1/12/2017 – 30/6/2020 HR Manager- 2B OPCO – Sudan**

* + - * Lead HR Department by implementation of human resources strategies and application of related policies and procedures that are in accordance with Government Laws and Regulations, and that will enable the Company to achieve its business goals at optimum cost.
			* Reviews the manpower requirements and prepares manpower budgets.
			* Ensures the planning and implementation of the annual comprehensive Learning & Capacity building programs that meets the requirements of individual Departments and of the Company as a whole for skilled and trained employees.
			* Effective administration of the Company's performance appraisal programs, reviewing the reports and ratings of Senior Company personnel and reviews and recommends departmental and companywide merit increase.
			* Ensures the provision of a cost effective medical service to all employees and eligible family members in accordance with the scope of provision and standards agreed by the Company.

**1/3/2017-30/11/2017 HR Manager- Sudapet Company Ltd – Sudan**

Lead HR Department in the company by performing the following:

* Directs, plans and manages the activities of assigned personnel in the Human Resources Department.
* Interprets the Company's business objectives, the human resources strategies and the laws of Sudan and leads in the development of human resources policies and procedures.
* Ensures the development and implementation of personnel administration, terms and conditions of employment and related procedures that meet the requirements of the company.
* Administration of the Company's performance appraisal program.

**01/06/2015- 28/2/2017 HR Manager- Plan International – Sudan**

 Lead HR Department in the organization by performing the following:

* Provide leadership and strategic direction for the HR function .
* Implement and monitor the delivery of HR work in the country in relation to the Country HR strategy that is aligned to the regional HR strategic work plan and priorities.
* Monitoring of performance management practice, talent management and training and learning initiatives and opportunities.
* Facilitating resolution of any conduct or performance issues with staff on local contracts in the country, using informal or formal mechanisms as required.
* Facilitating the resolution of any grievance issues involving staff on international contracts in the country, using informal or formal mechanisms as required.
* Providing an oversight of all Talent Acquisition and Management of Country Program staff ensuring that the best possible candidates are recruited as quickly and efficiently as possible
* Ensures that all employees understand the HR implications of employee policies and initiatives and has a plan in place for full implementation of those policies.
* Provide specialist HR support to the field based teams when required through regular visits to the program unit areas and field sites.
* Implement all recommendations from Child Protection self-audits and Global audits related to HR
* Update the staff handbook on schedule and check compliance with local labour law adjustments and Plan’s policies and procedures.
* Ensure compliance to minimum standards of Child Protection standards, Health and safety and people management in all sites where plan has operations.
* Maintains the work structure by updating job requirements and job descriptions for all positions.
* Train Staff in HRIS – Human Resource Information System (SAP application- HR Software).

**01/2013 – 22/2/2015** ***HR Section Head***

***AlSudanEnergia- Khartoum-Sudan***

Lead HR Section in the company by performing the following:

* Coordinates all employment activities, such as job requisitions, interviewing, selecting, and hiring candidates.
* Preparation of all HR Payments - Payroll, Overtime, Allowances...etc.
* Responsible for Annual Manpower planning and budgeting.
* Preparation & Coordination of the Annual Training plan.
* Supervise and coordinate the staff Performance Appraisal.
* Deliver presentations and Analysis reports to identify and determine causes of personnel problems and develop recommendations for improvement or change of organization's personnel policies and practices.
* Represents organization at all personnelrelated issues- hearings and investigations.
* Maintains records and compiles statistical reports concerning personnel-related data such as hires, transfers, performance appraisals, and absenteeism rates.
* Responsible for ASE Office Management by supervising the staff and follow-up on daily activities of the Accountant, Procurement and IT Departments.

**01/2012-31-12-2012**

***HR Section Head***

***SudaPak Operating Co Ltd., Khartoum-Sudan***

* Lead operation of all HR functions.
* Handle the planning, development & implementation of HR Strategy.
* Effectuating HR Department Policies and Procedures, goals&objectives.
* Manpower Planning and Budgeting including generating and updating organization charts.
* Management&processing of Compensation and end of service benefits.
* Participate in the Company committees with regard to human resources, and provide advice and proposals to board of directors and management committees and departments with regard to human resources issues.
* Design and develop administrative control forms.
* Undertake studies and proposals for HRC (HR Committee)which support the objectives of human resources.
* Organize Performance Appraisal program annually.
* Prepare & execute the Annual Training Plan.
* Oversee the preparation of HR related documentation (e.g. employment contracts, employment offer letters, termination letters, salarycertificates, salary continuation certificates, promotion letters, increment letters, warning letters etc.); review documentation to ensure theiraccuracy.
* Preparation and Review of all the company Payroll.
* Monitoring Employee attendance.
* Focal point for audit review in all HR issues.
* Supervision of one HR Assistant.
* Responsible for Monthly HR Report.

**07/2005-31/12/2011**

 ***HR Executive***

***SudaPak Operating Co Ltd., Khartoum-Sudan***

* Recruitment and Selection of Staff of Staff: Writes newspaper advertisements for vacancies, schedule interviews, and generates short lists and finalized selections.
* Preparation and Reviewofall the company Payroll.
* Process all HR Claims and Allowances such as: Medical

Refunds,housing, loans etc.

* Management of employee files and the HR filing system.
* Verification of Hospital invoices and Administration of Medical Contracts.
* Monitoring the attendance of employees through monthly

reports.

* Support the management in setting departmental plans.
* Maintain the HRIS database and generate requested reports to assist management.
* Responsible for Company employee communication.
* Prepare Weekly and Monthly HR activities reports.
* Organize Performance Appraisal program annually.

**09/2004 –06/2005** ***Administrative Officer, ICLA (Information, Counseling and Legal Assistance) Program, Norwegian Refugee Council, Khartoum - Sudan***

* Responsible for the Budgeting and Cashbox of the Legal Counseling project.
* Preparation of the budget reports requested by donors.
* Assist finance officer in bookings of transactions.
* Make arrangements for workshops& prepare budget, purchase items need.
* Purchase of Stationary and office equipment.
* Prepare official letters or requests for visas, permits, etc.
* Responsible for the filling system according to the NRC guidelines.
* Liaise with government offices on obtaining travel permits, visas, residencies and work permits
* Translation of Arabic documents.
* Arrange meetings for the Country Director.
* Make travel arrangements for NRC staff (Khartoum and Darfur offices).

**07/2003 – 09/2004** ***Translator*, *Embassy of Pakistan, Khartoum -Sudan***

* Translate newspaper headlines and articles of importance, diplomatic correspondence letters, visa request letters, and all other incoming Arabic documents.
* Attend meetings of the Ambassador with non-English speaking personnel to translate and take notes.
* Schedule meetings for the Ambassador and plan his weekly program.
* Assist visa applicants with application process – translate when necessary.
* Answer all incoming telephones to the Embassy.
* Prepare invitation lists for dinners and receptions held by the Ambassador and prepared seasonal greeting cards.
* Get locations of the Ambassador’s meetings and make daily programs for the driver.
* Assist in resolving problems with computers and printers in the Embassy.
* Send Faxes, make photocopies, and maintain office filing system
* Update telephone lists, names of government officials, diplomats and international organizations.

**EDUCATION**

***09/1999 – 12/2001***  ***Queens College***

***City University of New York, NY, USA****.*

B.A Computer Science.

 Honors: Cum Laude.

**09/1997 – 08/1999**  ***LaGuardiaCommunity College***

 ***City University of New York, NY, USA***.

A.S Degree in Computer Science.

Graduated with Honors.

**TRAINING**

**& CREDIENTIALS**

* **SHRM Certified Human Resource Professional**  – July 2019.
* **Leadership Development Program** –September to December 2018 HPI Sudan.
* **Business Excellence Workshop** – Sudacad – October 2018- Sudan.
* **Emotional Intelligence Workshop** – April 2018- HPI Sudan.
* **Conducting Investigations into Child Protection Policy Breaches** – June 2016 – Kampala- Uganda.
* **Introduction to Child Centered Community Development** **Module** – Plan International Sept 2015, Khartoum – Sudan.
* ***HR Administrator’s Role*** – 10-14 June 2012

Euro Training, Dubai – UAE.

* ***Certified HR Professional***,10th -14th July 2011

“Meric Training & Consulting, Dubai, UAE.

* ***Defensive Driving Course*** *offered by SudaPak HSE department, 2009.*
* ***5th Annual HR Conference, Al-Salam Rotana Hotel*** Towards High Performance Organizations”9th -11thMarch 2009 , Khartoum – Sudan
* ***Measurement of Training & Evaluation***

8-13 December 2007, Petroleum Training Center, Khartoum – Sudan

**ACTIVITIES**

**AND HONORS**

* SHRM Preparatory Course Trainer – April 2021-Present

 (trained 3 batches)

* Member of Phi Theta Kappa International Honor Society.
* Member of Golden Key Honor Society.
* Queens College Transfer Student Scholar 09/1999 – 02/2002.

**REFERENCES**

* Available upon request