

Zeinab Abbas Mohamed Elawad

Female, 9/3/1995, Single, Sudanese

Sudan-Khartoum-Jabra Block (15), 00249114286805, zeinababbas199995@gmail.com

PROFILE:

A talented, hard worker person, with high degree of commitment and sense of responsibility, seeking a job in a company where talent is appreciated.

EDUCATION:

B.S.c Business Administration and Marketing, 2016"second upper honors" University of Khartoum - school of Management studies

EXPERIENCE:

Work Experiences

- Work at **Sabal Holding Company**, human resources department as HR officer (from 11/11/2019 up to now).
 - Responsible for performance appraisal process (annual KPIs setting, quarterly review, rating process, follow feedback interviews, payroll adjustments, set development plans and appraisal process evaluation)
 - Employees leaves.
 - Training and Development (determine training needs, annual training plan, Implementation of training plan and evaluation of training process)
 - Social Insurance.
 - Responsible for company expat employees (visas, work permits, contracts, leaves and expats payroll).
 - Participate in recruitment process.
 - HR Admin and Employees relation (Certificates / Discipline / Labor law advices).
- Worked at **OROOMA jobs fair** as a presenter in "Interview and CV writing workshop", 12/5/2018.
- Worked at "**HOOR CENTER**" as a manager and marketer in March 2017.

On the job training

- **Sabal Holding Company**, human resources department (from 15/7/2018 to 4/10/2018).
 - Participated in developing performance management policy.
 - Conducted and analyzed a survey about employees effectiveness.
 - **Ministry of Petroleum and Gas**, human resources department (from 19/10/2017 to 22/5/2018).
 - Managing staff records and files.
 - Managing and follow-up leaves using **SAP** system.
 - Managing allowances, bonuses and overtime using **SAP** system.
 - **Ministry of Planning and Urban Development**, land department (from 29/6/2017 to 19/10/2017).
 - **Industrial Development Bank**, marketing and public relations department (from 8/10/2015 to 8/11/2015).
 - **SUDATEL Telecommunication Academy** (sudacad), marketing department, September 2015.
-

SKILLS:

- Details oriented.
- Very good Collaborator.
- Good in using **SAP** system.
- Excellent presentation skills.
- Communicates effectively.
- Excellent in working under pressure.

TRAINING COURSES:

- Professional Diploma in Human Resources Management, Sudacad training center, (60hrs) from 2nd to 30th of Nov 2020.
- Project Management Professional training course, grade (excellent), Petroleum Training center, (30hrs) from 11th to 15th march 2018.
- E-Marketing, EDRAK platform "queen Rania foundation", (10hrs), July 2017.
- Individual Strategic Planning, better life center, (9hrs.) from 12th to 15th December 2016.
- Enterprise Development and Investment Promotion Program, United Nations Industrial Development Organization, (18 hrs.) from 11th April to 9th May 2016.
- Managing Voluntary Organization, Leaders Int. T. center, (8 hrs.) from 5th to 7th October 2013.

VOLUNTEER WORK:

- Participated in **Business week** at School of Management Studies (University of Khartoum), as a speaker in exhibition "business talk", 2015.
- Participated in "**W LESHBAB AL SUDAN KHAWATER**" voluntary organization as a head manager, 2014.
Worked as a volunteer in "**W LESHBAB AL SUDAN KHAWATER**" voluntary organization from 2012 to 2015.

LANGUAGES:

- **Arabic** mother tongue.
- **English.**

REFERENCE:

Mr. Samir Mohamed Ali
Human Resources Manager
Sabal Holding Company
Khartoum Sudan
Mob: +249912733167
Email: Samir.mohamed@sabalgroup.com

Dr. Abeya Abdelmoniem Mohamed
Founder and general manager
Hoor Center
Mob: +249912658168
Email: abeya.ali@hotmail.com