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Human Resources & Administration Management |

Quantifiable Experience in **Human Resources & BUSINESS DEVELOPMENT** & **CIPD Student**

SNAPSHOT

- * Dedicated and accomplished **HR professional** with a proven track record in effectively managing diverse HR functions to drive organizational success. With a keen eye for detail and a commitment to compliance, I orchestrate seamless operations while ensuring a healthy, productive, and legally sound work environment.
- * My multifaceted expertise **encompasses staffing, administrative services, and strategic collaboration** with government authorities. Adept at ERP implementation, payroll management, and employee benefits administration, I contribute to optimized processes and a motivated workforce.
- * Known as successful **negotiator & people skills**, taking creative approaches & offer innovative solutions to strike the right balance between profitability and quality. Combines business acumen with analytical depth.
- * An effective communicator with excellent relationship building & interpersonal skills coupled with strong analytical, problem solving & organizational abilities. Strong ability to influence thinking, forge strategic alliances and build consensus

CORE COMPETENCIES



CAREER CONTOUR

AlSarouj Real Estate Management – Sharjah | Aug2023 –present

Senior HR Admin Officer

AlHamadah International Logistics Sudan Branch | Sep 2013 ~ July 2023

Board Secretary Member

AlHamadah International Oil Sudan Branch | Jan 2010 ~ Aug 2013

Assistant HR & Admin Manager

AlHamadah International Contracting Sudan Branch | Sep 2006 to Dec 2009

HR & Office Manager

Daihatsu Motors Sudan Branch | Jan 2006 to Aug 2006

Executive Secretary

Rifag for Advertising & Media Khartoum Sudan | Sep 2004 to Dec 2005

Office Administration & Public Relation

DOMAIN DUTIES

Administrative Assistant &HR:

- Provides administrative support to ensure efficient operation of office.
- Answers phone calls, schedules meetings and supports visitors.
- Carries out administrative duties such as filing, typing, copying, binding, scanning etc.
- Answer and direct phone calls
- Maintain contact lists
- Produce and distribute correspondence memos, letters, faxes, and forms
- Assist in the preparation of regularly scheduled reports
- Develop and maintain a filing system
- Submit and reconcile expense reports
- Provide information by answering questions and request
- Write letters and emails on behalf of other office staff

Human Resources Management:

- As the custodian of Human Resources operations, I am responsible for overseeing and managing all aspects of the company's HR functions. My role involves ensuring that the HR strategies align seamlessly with the company's broader strategic goals, contributing to the overall growth and success of the organization. By effectively managing HR functions, I am committed to driving a cohesive and motivated workforce.

Staffing and Development:

- In my capacity, I supervise crucial HR functions including staffing, performance appraisal, and the provision of administrative services. I collaborate closely with both internal and external stakeholders to ensure that staffing needs are met with top-quality talent. My responsibility extends to fostering a productive work environment through robust performance evaluation systems and efficient administrative services.
- My role involves liaising with relevant government authorities and overseeing public relations activities. This entails managing documentation for employee visits, entry and exit visas, and hotel reservations. By building strong relationships with these authorities, I contribute to the seamless movement of personnel and efficient interactions with external stakeholders.

Manage HR Operations:

- My role encompasses providing vital support to the HR Manager by assisting in day-to-day HR operations. This involves a range of responsibilities, including compiling and updating employee records, preparing reports related to personnel activities, and handling employee inquiries regarding HR matters. By effectively managing these operational aspects, I ensure smooth HR processes that contribute to overall organizational efficiency.
- Recruitment and Staffing manage the recruitment and selection process, including job postings, candidate sourcing, interviews, and hiring.
- Onboarding and Training oversee the onboarding process for new employees, ensuring they are well-integrated into the company. Develop training programs to enhance employees' skills and knowledge. Ensure compliance with training and development requirements, including mandatory programs.
- As part of my commitment to maintaining a positive work environment, I am well-versed in handling employee complaints and grievance procedures. I believe that addressing these issues promptly and effectively contributes to fostering a harmonious workplace and ensuring employee satisfaction.

ERP Implementation and Coordination:

- I actively participate in the implementation of the HR module within the organization's ERP system. This involves collaborating with cross-functional teams to ensure a seamless integration of HR processes into the digital infrastructure. Additionally, I liaise with public relations and government authorities to manage reception, visit papers, entry and exit visas, and hotel reservations for employees. By coordinating these logistical aspects, I contribute to a hassle-free experience for employees and streamlined interactions with external entities.
- role also encompasses the management of medical services for employees, in alignment with the company's policies. By ensuring prompt and effective access to medical services, I contribute to the overall well-being of the workforce.

Payroll and Compliance:

- I take a hands-on approach to payroll management, ensuring accurate and timely processing of monthly salaries for both national and expatriate staff. This involves meticulous attention to detail, taking into consideration factors such as new hires, terminations, promotions, and demotions, as outlined in the company's salary structure.
- I am also responsible for generating the necessary bank files for salary crediting, handling legal submissions and contributions as required by Sudan labor laws. Additionally, I oversee processes related to annual increments, variable bonuses, and tax compliance. By effectively managing these aspects, I ensure that the company remains compliant with legal regulations and maintains financial transparency.

Social Insurance and Taxation:

- My role extends to the preparation and adjustment of monthly payments for social insurance and taxation, in strict adherence to the latest regulations and guidelines. By meticulously analyzing policies, I ensure that accurate payments are made to these entities, contributing to the organization's commitment to compliance and integrity.

Budget and Employee Benefits:

- I actively participate in the arrangement of the annual budget related to the Human Resources Department. This involves strategic planning and resource allocation to ensure that HR initiatives are aligned with organizational goals.
- My expertise also extends to the calculation of per diem and End of Service Benefits (ESB) for eligible employees, as per the company's established procedures manual. This entails a thorough understanding of policies and regulations, contributing to the fair and equitable treatment of employees.
- Develop and manage the company's compensation and benefits policies.
Ensure that the compensation structure is competitive and aligns with industry standards.
Administer employee benefits such as health insurance, retirement plans, and bonuses

Manage Admin Operations:

- Maintain and update up to 15 budget spreadsheets for all projects, reconciling any errors
- Assist principals in drafting and editing in memos, reports, and proposals
- Perform routine clerical tasks such as mailing, copying, faxing, filing, and scanning
- Screen over 50 phone calls daily, taking messages and routing calls when necessary
- Assisted with on boarding 10+ new employees.
- Increased office efficiency by introducing Write project management software to the company, thereby reducing labor costs

Academics Credentials

- 📄 **Master in Business Administration. MBA** Ahfad University for Women (April) 2009
- 📄 **B.Sc. (Honors) in Management Studies** Ahfad University for Women (April) 2004

CERTIFICATE & TRAINING

- A short training period in the Department of Foreign Public Affairs Sudanese French Bank
The training covered the areas of financial management including letter of credits (L/C), foreign & local transfers, swift's transfers, and keeping financial records, following-up as well as office management.
November 2002
- Sudan Shipping line Co Administration Section –Main Duties: Coordinating meetings, helping in day to day activities of the office. November 2001

PERSONAL DOSSIER

Visa Status: Residence Visa

Nationality: Sudanese

Adress : Abu Dhabi, United Arab Emirates

