

- A m r M o h a m m e d -

Experienced HR & Admin Officer with 5+ years in Human Resources

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As an HR professional, I am confident in my ability to contribute to a progressive company that values career development and personal growth. My academic background, work experience, and personal attributes have equipped me with a strong foundation in HR practices, and I am committed to leveraging these skills to make a meaningful impact on both the organization and society at large. I am dedicated to fostering a positive and productive work environment. I will align my skills and experiences with the objectives of the organization, ensuring mutual success and advancement.

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- ▶ Proficient in Microsoft Office suit and experienced with HRIS systems like Odoo and SAP.
 - ▶ Proficient in labor law and regulations, ensuring organizational compliance.
 - ▶ Strong problem-solving skills and multitasking.
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PROFESSIONAL EXPERIENCE

Talent Management Representative

Araak QSR (KFC & Pizzahut), Khartoum

Jul 2022 – Dec 2023

- Orchestrated end-to-end recruitment processes, specializing in hiring restaurant staff and delivery drivers, collaborating closely with hiring managers to address staffing needs.
- I facilitated smooth onboarding experiences for new team members by incorporating the Learning Zone, an e-learning app, and coordinating comprehensive training programs.
- Implemented and measured Key Performance Indicators (KPIs) to assess and enhance employee performance, regularly generating insightful weekly and monthly reports.
- Collaborated effectively with cross-functional teams, ensuring clear communication, and played a pivotal role in coordinating employees' training initiatives to align with organizational objectives.
- Preparing weekly and monthly reports explaining recruiting progress, employee e-learning app situations and turnover rate.

HR & Admin Officer

Wad Albutana for Mining Company, Khartoum

Feb 2018 - Jul 2021

- Spearheaded the end-to-end Recruitment and Hiring Process, collaborating with hiring managers and ensuring a seamless onboarding experience for new hires.
- Managed the meticulous updating of employees' files, meticulously reviewed time attendance sheets, and efficiently prepared monthly payroll and pay slips.
- Coordinated the formulation of employees' training schedules and meticulously organized monthly vacation plans.
- Established effective communication channels with insurance companies, overseeing the renewal of insurance policies and managing the addition and deletion of employees from coverage.

- Took charge of liaising with the labor office and other governmental agencies, ensuring compliance with regulations and facilitating necessary follow-ups.
- Implemented and enforced company internal policies and procedures, meticulously drafting all essential internal memos and overseeing the attainment of proper signatures.
- Collaborated with department managers to streamline the evaluation process for employees, crucial for decision-making on renewals.
- Ensured a safe work environment in collaboration with the Department of Environment and Safety.

Software Developer

Alanan Telecom Company, Khartoum

Mar 2015 - Apr 2016

- I proficiently designed and developed school systems using the .NET Framework and created responsive websites with the Bootstrap framework and PHP, showcasing my expertise in both back-end and front-end technologies.

EDUCATION

Professional Diploma of MBA - Management Science

Oct 2021 - Jul 2022

Sudan Open University, Khartoum

Bachelor of Computer Science - Computer Science

Oct 2011 - Dec 2015

Future University, Khartoum

- During my graduation, I confidently implemented a real-time Business Intelligence project for MTN.
- My expertise in Data Structure, Software Engineering, AI, Operating Systems, Data Analysis, Database Management, Simulation, System Programming, and Computer Networks allowed me to excel in this project.

CERTIFICATIONS

- Currently preparing for the SHRM (Society for Human Resource Management) HR Certification, demonstrating a commitment to advancing professional expertise in Human Resources.
- Effective Communication & Problem Solving 2022
- Human Resources Management 2022
- HR Metrics and Workforce Analysis 2021
- Human resource Specialist 2021
- Professional Diploma in Human Resource Management 2021
- Human Resource Management Pest Practices 2021
- Talent Management and Corporate Strategy 2021

KNOWLEDGE & SKILLS

- Proficient in advanced computer and office applications, ensuring efficient task execution.
- Rapid learner with the ability to quickly apply new knowledge to meet evolving work requirements.
- Exemplary interpersonal and communication skills, fostering effective collaboration and clear idea articulation.
- Strong organizational capabilities, ensuring systematic and efficient task and project management.
- High motivation and commitment, coupled with the ability to work autonomously, ensuring quality results under pressure and meeting deadlines.

LANGUAGES

Arabic: Fluent

English: Intermediate

REFERENCES:

Available upon request