

SUMMARY

A SHRM-CP /Human Resources Coordinator /Recruiter with +2 years of experience in supporting a range of employee services and driving HR processes including Recruitment, Training and Development and performance Management, generating Reports.

EXPERIENCE

HR Coordinator

Electronic Banking Services Co ltd

Sep 2021 – Aug 2024, Sudan

- Managed the company internship development program, Analyzed the needs of internship in the company and then filled it with the best candidates (Developed and implemented an internship program that successfully increased candidate placement).
- Collaborated with the HR executives on the Recruitment process:
- **Identifying future hiring needs and developing job descriptions in coordination with hiring managers.**
- **Advertising the job vacancy**
- **Sourcing, screening resumes and shortlisting**
- **Schedule exam and interviews**
- **Preparing the job offer for the chosen candidates.**
- **On board the new employees**
- **References Checks**
- **Recruitment Reports**
- Collaborated with the HR Executives on Performance Management (Setting performance plans, performance forms collection, review the appraisal forms, feedback)
- Managed the training and development process (Identifying the need for courses, conducted orientation for over 100 hires and interns, designed courses and seminars to employees on different topics, evaluated the output of courses, training and seminars programs)
- Prepared various employee letters and certificates like (salary, loans, work, leave, Experience.
- Managed Annual Leave and medical leave Management.
- Managed employees' medical insurance.
- Collaborated on day-to-day operations.
- HR Reports.
- Managed hard and digital copies of employee records.
- Assist with internal and external human resource inquiries from employees.

HR Trainee

Electronic Banking Services Co ltd

May 2021 – Aug 2021, Sudan

- Supported the HR team in different HR functions:
- Recruitment (Full cycle).
- Training and development.
- Performance Management.
- Day-to-day HR operations.

HR Assistant

Save The Children Organization

Dec 2018 – Feb 2019, Sudan

- Supported the HR department in all areas of HR including (issuing different letters for employees.
- issuing Identification cards for employees.
- Assisted the HR officer in medical insurance (Enhanced the process of issuing Identification Cards and medical insurance cards for the year 2018)
- Assisted in Filing documents and Day- to Day operations.

Recruitment Trainee

Qurtoba For Training and Recruitment

Mar 2018- Nov 2018, Sudan

- Placing job postings on all relevant platforms
 - Sourcing and screening resumes
 - Acting as the front-line contact person for applicants
 - Scheduling interviews and assessments
 - Attending company events
 - Preparing Recruitment Reports
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EDUCATION

Bachelor of Business Administration with Computer Applications
Bharathiar University, India, 2015

CERTIFICATIONS

- Diploma in HR Management - sudacad Academy 2023
- Diploma in Excel expert - Sudacad Academy 2024
- HR Practitioners Training Program - Talent Center 2022
- ICDL- Certified - ECDL Foundation 2018
- McKinsey &Company -Forward Program -2024

SKILLS

<ul style="list-style-type: none">• Administrative skills• IT Skills• Recruitment & talent Acquisition• Reports• Integrity and Equity• Record Management• Workplace Planning• Time Management• Onboarding	<ul style="list-style-type: none">• Communication• Collaboration• Training and Development• Performance Management• Confidentiality• HR Policies and procedures• Social media• Flexibility• Interviewing
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Languages:

- Arabic
 - Englis
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