

Rumisaa Altaj

HR assistant

✉ rumisaaltaj026@gmail.com ☎ +249906476731 📍 Wad Madani, Sudan

Education

Bachelor of art , English language, language and translation,

07/2017 – 02/2023

Sudan university of science and technology

Khartoum, Sudan

- 3.61 GPA .
- college of languages and translation, department of English language.
- major English, minor French.

Professional Experience

Hr assistant, Financial Investment Bank

2021 – 2023

Khartoum, Sudan

- Assisted HR manager with daily operations, including payroll and employee benefits administration
- Developed and implemented policies and procedures for the HR department
- Coordinated onboarding activities for new hires, including orientation and training
- Provided assistance in recruitment, including job postings, interviewing and hiring
- Maintained employee records and ensured accuracy and compliance with applicable laws and regulations
- Conducted exit interviews and analyzed results to identify trends and recommend improvements
- Assisted with employee relations issues, such as addressing employee complaints and grievances
- Managed employee leave requests and maintained employee attendance records

Translator and interpreter, Petronas

2020 – 2021

Khartoum, Sudan

- Provide accurate and complete interpretation of spoken and written language between two or more languages.
- Facilitate communication between individuals by accurately translating documents and messages.
- Research and stay up-to-date on cultural and language changes in order to accurately convey nuances in language.
- Remain impartial and objective when interpreting conversations.
- Use a variety of technologies such as video conferencing and translation software to facilitate interpretation.

Skills

Strong organizational and time management skills

Proficiency in Microsoft Office applications

Ability to work independently and in a team environment

Excellent problem-solving and analytical skills

Excellent communication and interpersonal skills

Ability to handle multiple tasks simultaneously

Ability to work in a fast-paced environment

Languages

- Arabic
- English

Interests

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