



# SALMA ELNOUR

+971-58-5831511

salmaeltigani2@gmail.com

Dubai, UAE

## Accomplishments

- Supervised the implementation of the company's HSE management system (Health Safety & Environment) at site (Schlumberger Overseas)
- Established and set the new company laws and working strategies with the board of directors(SIG Group)

## Education

12/2020

**Al Neelain University**

Khartoum / Sudan

Master's degree (MBA in Human Resource): Business Administration

09/2005

**Sudan University of Science & Technology** Khartoum /

Sudan

Bachelors of Science: Medical Laboratory (Parasitology & Medical Entomology)

## Languages

### English

Fluent

### Arabic

Native

## Personal Details

**Nationality:** Sudanese

**Marital Status:** Single

## Professional summary

Determined and proactive Executive Assistant Highly motivated and results-driven professional works with urgency to anticipate needs of senior-level executives, dynamic environments and employs professionalism and superior communication skills, with experience in HR management. Proven ability to align with organizational goals. Skilled in managing HR and office executive processes, conducting training programs, with experience in call center. Seeking a challenging role where I can utilize my expertise to foster a positive work culture and contribute to the success of the organization.

## Work history

04/2021 - 04/2023

**Sanho for development & services** | Khartoum, Sudan  
Executive Secretary

10/2020 - 04/2021

**SIG Group** | Khartoum, Sudan

GeoMarket HR Business Partner

- Supports performance management and employee development through performance appraisals, trainings programs and recognition/reward programs -
- Coordinates staffing recruitment -Localizing compensation and benefits strategy and -Understands and upholds local compliance to Employment Law -
- Maintains and facilitates relationships with external bodies such as government authorities and HR related agencies -Meets with line management on a regular basis to communicate issues and suggest improvements on current HR processes

01/2013 - 10/2020

**Sanho for development & services** | Khartoum, Sudan  
Executive Secretary

- Maintain executive's agenda and planning appointments, board meetings, conferences etc -Make travel arrangements for executives -Welcoming visitors and be the company's face -Handle confidential documents -Prepare invoices or financial statements -
- Maintain electronic and paper records ensuring information is organized and easily accessible -
- Supervising other company's facilities and report to

management.

*02/2012 - 01/2013*

**Sanho for development & services** | Khartoum, Sudan  
HR and Recruitment administrator

- Be the first point of contact for all HR related queries -
- Administer HR related documentation -Ensure the relevant HR database is up to date, accurate and complies with legislation -Organize all procurement activities relating to request for proposals, sealed bids and set up interviews and issue relevant correspondence.

*07/2011 - 01/2012*

**Schlumberger Overseas** | Khartoum, Sudan

Supply Chain Business process /systems coordinator

- Purchase order cancellation/Revision for assigned department through SRM -Providing level 1 support for customer issues -Managing to reduce suppliers base by 30% every year -Make sure that all suppliers should have Catalog with expired pricing < 5% -Help procurement to make all spend line items from catalog and reduce line items from external static catalog -
- Monthly reporting supply chain scorecard and supplier's situation.

*08/2010 - 06/2011*

**Schlumberger Overseas** | Khartoum, Sudan

Front Desk Administrator and Call Centre Operator

- Welcoming the new comers and guide them to complete all their orientation's procedures -Answering, transferring calls as required and managing conferences
- Update and complete Visa dept.s Files and applying for entry visa -Monitoring expats movement and validity of all documents -Conduct field booking and follow up -
- Handling the client ID security passes.

*08/2009 - 08/2010*

**Raied Multi Activities Company** | Khartoum, Sudan  
Secretary and marketing Assistant

- Follow up customers for new orders and handle daily sales activities - Collection of accounts receivable -
- Assist the Sales Manager and acting as him sometimes
- Achieve all the sales and distribution objectives through a team of salesmen.

*09/2008 - 12/2009*

**Schlumberger Overseas** | Khartoum, Sudan  
Technical and HSE Assistant

- Prepare the monthly time sheet, Overtimes and vacation records -Handle and spend the petty cash -
- Organize the invoices and submitted to finance department -Preparing meetings, taking points and setting meeting agenda -Maintain soft and hard filing system -Establish all procedures for booking, visa, travel etc -Update, complete and maintain all HSE trainings plans, records and files -Conduct general and HSE presentations and trainings -Ensure the highest standards and to minimize accidents and pollution,