

# HALIMA MOHAMED AHMED OSMAN

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## Professional Summary

Highly motivated and detail-oriented aspiring Stock Assistant with a strong background in administrative roles and HR operations. Adept at maintaining organized systems, managing records, and ensuring efficiency in daily tasks. Excited to bring transferable skills in organization, communication, and data management to support inventory and stock operations. Committed to learning and excelling in stock management practices.

## Key Skills

- Organizational and Time Management
- Inventory Management Support
- Attention to Detail
- Data Entry and Record-Keeping
- Communication and Team Collaboration
- Basic Computer and Software Proficiency

## Professional Experience

HR Officer / Personnel Manager

Asia Hospital, Khartoum | Aug 2020 - Present

- Oversaw accurate record-keeping, ensuring compliance and data integrity.
- Managed and streamlined operational processes for efficiency.
- Communicated effectively with team members to resolve issues promptly.

HR Assistant / Executive HR Services

PETRONAS Marketing Sudan Ltd, Khartoum | May 2007 - Jun 2010

- Maintained precise records and reports, ensuring data accuracy.
- Supported recruitment and onboarding processes, showcasing organizational skills.

## **Education**

MBA - Nile Valley University, Khartoum | 2017

BSc in Social and Economic Studies - University of Juba, Khartoum | 1995

## **Languages**

- English: Fluent

- Arabic: Native

## **Objective**

Eager to leverage my strong organizational skills and dedication to accuracy in a Stock Assistant role. Passionate about contributing to efficient inventory management and gaining hands-on experience in stock operations.