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AHMED FUDLLALA MOHAMED

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Khartoum-Sudan

Nationality: Sudanese

Date of Birth: 11 November 1969

Marital Status: Married and have 3 sons

Language: Arabic Mother Tongue,

English as second language

Resume Summary

An experienced HR Professional, with more than 20 years of comprehensive experience covering all HR functions (selection & recruitment process, Manpower Administration, Appraisal, compensation & reward packages management, employee's relations, succession planning, HR Development, Organizational Development, Talent management, competencies-based management, Talent Acquisition and Organizational Development).

Well trained (more than 25 training courses in HR field and within several countries (Sudan, Japan, China, India, Malaysia, UAE, Egypt, Tanzania). familiar with multi- nationalities.

Participated in developing, writing HR polices & regulations, and organizational charts, manpower planning, for several companies, in addition to good knowledge of labor legislations.

Education

University of Khartoum

May,1998 | B.S.C in Business Administration, School of Administration sciences

Local Training

- Course in:** Development of Management & Supervisory Skills (19, April 2003 – 1, May 2003)
Organized by Sudan Academy for Administrative Sciences
- Course in:** Social Insurance (8, July 2000 – 13, July 2000)
Organized by National Social Insurance Fund
- Course in:** Jobs Description & Organization Charts Preparation (18, Oct 2003 – 20, Oct 2003)
Organized by National Center For Quality
- Course in:** Computer science (8, June 1999 – 20, October)

Course in: Organized by Computer & Telecom City Institute
English Language (25.8.2003 – 25.10.2003)
Organized by Khartoum Academy Of Technology

Overseas Training

- Course in:** **Solving of Human & Organizational Problems** (1st, February – 19, February. 2004) **Japan** Organized by the Association For Overseas Technical Scholarship
- Course in:** **Job Analysis, Selection & Recruitment** (8th, July – 20, July. 2005) **Egypt** Organized by Allied Training Institute
- Course in:** **Innovation in HR Planning** (10th, November – 21, November. 2007) **Egypt** Organized by Allied Training Institute
- Course in:** **HR Strategies, Compensation & Benefits** (17th, October – 28, October. 2009) **Egypt** Organized by Allied Training Institute
- Course in:** **HR Software System (special)** (18th, November – 25, November. 2008) **Yemen** Organized by Yemen Soft Co.
- Course in:** **TQ Management and corruption & Anti-corruption** (05th, March – 18, March. 2010) **Malaysia** Organized by Islamic University
- Course in:** **Competency-based Management Diploma** (first & second parties) **Egypt** Organized by Oil & Gas Skill (OGS)
- Course in:** **Strategic HR Management** (7th, July – 18, July. 2013) **Malaysia** Organized by YATAKA LENGEND SDN BHD
- Course in:** **Practical Applications of Operational Excellence** (24th, October – 26, October. 2011) **UAE** Organized by KBC (British Co.)
- Course in:** **Human Resources Management (Japanese style)** (5th, Nov – 22nd , Nov. 2014) **Japan** Organized by JCCP
- Course in:** **Corporate Management for Africa** (24th .Nov – 12th, Dec. 2016) **Japan** Organized by HIDA
- Course in:** **Life Insurance** (18th, July – 20th, July. 2018) Tanzania Organized by ZEPRA Insurance Co.
- Course in:** **Advanced Management Training program** (15th ,Oct. – 25th , Oct. 2018) **India** Organized by SAGA Global Consultants



Experience

GLB Invest Sudan / HR & Admin. Manager. June, 2020 up now.

GLB Invest Sudan (Agricultural Company) Khartoum-Sudan

- Present the required consultations to Company management in HR Field
- Responsible of manpower Selection, recruitment and all related transactions.
- Responsible of the implementation of HR & Admin. Atlas.
- All organizational and system affairs (company organogram, job description, competencies mapping, succession plans, Performance Management,).
- Responsible of staff reward and compensation packages.
- Implementation of disciplinary rules
- In charge of personnel services (social insurance, medical care, life insurance, etc).
- Logistic and fleet.
- Budgeting



Khartoum Refinery Co./ HR Department Manager.: January ,2003 up to January,2020

Khartoum Refinery Co. Ltd. (join venture, Sudan & China) Khartoum-Sudan

- Present the required consultations to Company management in HR Field
- Responsible of manpower Selection, recruitment and service termination procedures.
- Vacations administration
- Responsible of the implementation of HR Manual & other relevant company's policies.
- Responsible of preparation & Modification of organization chart based on company requirement.
- Responsible of staff reward and compensation packages.
- Responsible of Performance Management
- Responsible of job's localization program.
- Implementation of disciplinary rules
- In charge of personnel services (social insurance, medical care, life insurance, etc).
- Representation for the company in front of labor court and labor office

- HR Development planning and execution
- Responsible of updating all HR systems & policies.
- The annual Manpower budgeting process.
- Talent management



Personnel Manager 6, 11, 2001 to 30, 11 2002
Al-Safa for advanced industries Co. Ltd. Khartoum-Sudan

- Present the required consultations to Company management
- Responsible of manpower administration.
- Salaries and others compensation packages
- Implementation of HR policies & Disciplinary Manuals
- Staff movement.
- Representing the company in Labor Offices and Labor Courts
- Responsible of staff social insurance.



Personnel Officer 1.12.1999 To 28.10.2001

Sudanese United Co. Khartoum, Sudan

- Responsible of Selection, recruitment formalities
- Responsible of staff movement.
- Representing the company in Labor Offices and Labor Courts
- Vacation administration
- staff accommodate within salaries structure
- Employee's social insurance formalities.

Professional Experience:

- Developed the Disciplinary Manual of Medical Star Co.
- Updated Employee's Social Fund for Sudanese United Co.
- Developed the Disciplinary Manual of AL-Safa Co. & Khartoum Refinery Co.
- Participated in HR Manual and salaries Structure for Sudanese United Co
- Participated in jobs description of Sudanese United Co.
- Participated on jobs description preparation for Khartoum Refinery Co.
- Participated in reviewing the HR Manual of Khartoum Refinery Co.

Awarding: Selected as a Model Staff for year 2006 at Khartoum Refinery Co

Membership:

- I. Member of African Refiners Association (HR Group) – Ivory Coast
- II. Member of Sudanese HR Society

Skills

- Managerial Skills
- Familiar with HR Systems
- Archiving, Managing filing systems
- Excellent Organizational Skills.
- Highly Computer literate
- Strong conflict resolution skills

- Dealing with labor disputes
- Salaries revisions and survey
- Setting & developing HR Policies and regulations
- Manpower budgeting
- Unions Negotiations
- Familiar with multi nationalities
- High Confidentiality