AZHARI MOHAMMED

Khartoum, Sudan, Mob: +249922011550 & +249121115500 azharibirkia@gmail.com



Career Objective:-

Seeking to gain more knowledge in Human resources field in rapidly growing on this field as well to reflect my experience in the growth of the company as well as the spreading and the promotion of the company.

Personal Bio- Data:-

Full Name: Azhari Mohammed Mohammed SalihBirth of date: 02/04/1984Place of Birth: Saudi Arabia - RiyadhNationality: SudaneseMarital Status: Married

Education:-

- BSc of Business Administration, Faculty of business studies, Sudan University for Science and technology, Khartoum, Sudan.
- > Diploma of Business Administration, Omdurman Ahlia University, Khartoum Sudan.
- > Al-khaleej high school Khartoum, Sudan.
- > Herman Jemainer primary school Khartoum, Sudan.

Working Experiences:-

- ✓ HR Manager, Baraha Medical City Hospital, from Aug 2020 to Feb 2021.
- ✓ Head Of Administrative Section , Sulphonia Industrial Co. Ltd , Saoud Mamoun Elberier Group Of Campanies , from Sepempter 2019 to July 2020

With main responsibilities:-

- Acting as head of administration for the three factories Sulphonia ,Polymar, Olimapic with a full responsibility from the three factory in term of administration.
- > Preparation for the internal policies and supervise the implementation of this policy
- > Responsible from the factories licenses and all governmental documents and permissions needed

- Supervise and monitor the maintains of all company premises and the environment of the group.
- Supervise and monitor the pest control at the group.
- Checking and supervise the inventory list of the group.
- > Archive the employee records and the group assists with them.
- Implement and monitor the right policy for the public relationships of the group internally and externally.
- Supervise and monitor the court cases against the group if any as well as the labor court cases in coordination with legal advisor of the group.
- > Participate in developing the polices that concern the administration development of the group.
- Prepare the contracts of the employee internally and the outsource, monitor the contracts processand the implementation and summit the monthly needs.
- Supervise the new staff work and monitor the needs in order to give the best performance including the supervision of the tools, equipment's and the stationaries for the whole staff.
- Supervise the cars, trucks and its records and Insurance records.
- Supervise the safety and security department.
- Supervise the catering with all managerial issues.
- Supervise the phone lines of all staff including the payment and any actions needed.
- Prepare the monthly budget and supervise the expenditures.
- > Train and support the administration department in order to raise the capacity of the employees.
- Submit regularly the development plan to upgrade and maintain the performance of the employees to the top management.
- Submit the weekly report to the general manager of the group.
 - Executive Manager, Alnile International Multiactivities CO.LTD, from Dec 2018 to May 2019.

With main responsibilities:

Issue the renting contract for the customer.

- Responsible from the all expenditures of the company
- Responsible from Car maintenance.
- > Sorting and solving the customers complains and support them.
- Responsible from the pay roll sheet and incentives.

✓ HR Manager , Fourtech For Maintenance , Sudan from June 2012 to April 2018

Directly responsible for the overall administration, coordination and evaluation of the human resource function.

Main Responsibilities:-

- Develop and administrate various human resources plans and procedures for all company personnel and conducting the interviews and selection procedures.
- Plan, organize and control all activities of the department. Participate in developing department goals, objectives and systems and supervise the staff in the different states.
- Implement and annually update compensation program; rewrite job descriptions as necessary; conduct annual salary surveys and develop merit pool (salary budget, analyze compensation, monitor the performance evaluation program and revise as necessary.
- Develop, recommend and implement personnel policies and procedures, prepare and maintain handbook on policies and procedures, perform benefits administration to include claims resolution, change reporting, approving invoices for payment, annual re-evaluation of policies for costeffectiveness, information activities program and cash flow.
- Establish and maintain department records and reports. Participate in administrative staff meetings and attend other meetings, such as seminars. Maintain company organization charts and employee directory.
- Recommend new approaches, policies and procedures to effect continual improvements in efficiency of department and services performed.
- Maintains compliance with federal and state regulations concerning employment and direct supervising the social insurance.
- > Perform other incidental and related duties as required and assigned.

HR Officer at Fourtech for Maintenance Company, Sudan from Sep 2007 to May 2012.

Main Responsibility:-

- > Provide support to supervisors and staff to develop the skills and capabilities of staff.
- Monitor staff performance and attendance activities.
- Coordinate staff recruitment and selection process in order to ensure a timely organized and comprehensive procedure is used to hire staff.
- Provide information and assistance to staff, supervisors and Council on human resource and work related issues.
- > Perform other related duties as required.
 - ✓ Staff with Abu-Abid International Co.Ltd, export crops section From Nov 2006 To Aug 2007

Main RESPONSIBILITIES : -

- > Directly responsible for the overall Governmental procedures.
- Outgoing transactions include all transactions from a certificate of Chamber of Commerce and the Ministry of trade, standards and specifications, etc.
- > Incoming transactions including the receipt, storage, distribution and import insurance.
- Perform other related duties as required.

SKILLS :-

- > Proficiency in computer MS office package word, PowerPoint, excel and internet.
- Report writing.
- > Transfer of knowledge and information through trainings and orientation sessions.
- Good organization skills.
- Pro- active worker.
- > Capability to work in a team as well as to work individual.
- ➢ Good communication skills.

- > Ability to collect, process, retrieves data.
- Good management skills.
- Performance management strategies.
- Problem solving and conflict management.
- > Employee handbook development.
- Good negotiations and counseling skills.
- Strong leadership and team building skills.
- Staffing and recruiting professional
- Multitasking skills.

Training Programs Certificate: -

- Participated in Human resources expert training conducted by British Educational institutes training center, Khartoum, Sudan 2015
- > Participated in Basic and advanced excel conducted by Kiwi training center , Khartoum, Sudan 2012

REFRENCES : -

1\Ahmed Hashim Osman

Deputy General Manager

Fourtech Maintenance

+249922011220

2\lbrahim Osheik Babiker

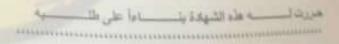
General Manager

Fourtech Maintenance

+249922011077

HOSPITAL OF مستشفى مدينة البراحة الطبية BARAHA MEDICAL CITY 18/2/2021 Date لتاريخ 2021/2/18 M B C/4753 No لرقم م ب ط/ 4753 شهادة خبرة **Experience** Certificate تشهد تعن ستشفى مدينة البراحة الطبية بأن السيد :-This is to certify that :-از هرى محمد محمد صالح محمد MR. AZHARI MOHAMED MOHAMED SALIH MOHAMED Had been Worked in Baraha Medical City كان يعمل لدينًا في وظيفة " مدير إدارة as a" Director of Human Resources الموارد البشرية " في الفسترة مسن Department" from 8/8/2020 up 18/2/2021 . 2020/8/8 حتى 2021/2/18م.

This Certificate issued to him based on his request



المدير العام المكلف

-۲۱۹۸۵۲۱۲۲۲ میں شرق شوق طرکزی کیفید: ۲۹۹۸۵۲۲۲۲۲ - (۳۰ خط) فکس: ۲۱۹۸۵۲۱۲۲۲۱ 549/1 Shambat - Khartoum North Tel : 00249 85 212222 Fax : 00249 85 212221 E-mail : Info@barahamed.com www.barahamed.com

SULPHONIA Industrial Co.Ltd



شركة سلغونيا الصناعية المحدودة إحدى شركات مجموعة سعود مامون البربر

Soud Mamoun Elberier Industrial Group

التاريخ :2020/7/23م

هادة خبرة

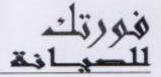
بهذا تشهد إدارة شركة سلفونيا الصناعية المحدودة بان السيد/أز هري محد محد صالح ، قد عمل بها في وظيفة /رنيس قسم الشوون الادارية ، اعتبارا من تاريخ: 2019/9/5 وحتى تاريخ : 2020/7/7 ، وذلك لمتابعة الملفات والمهام الادارية التابعة لكل من مصنع :

اسلفونيا لانتاج وتعبنة الصابون وايد - فونا
بوليمر لانتاج وتعبنة الصابون السائل والمعجون واللوح
أولمبيك لانتاج وتعبنة زيت نعمة للطعام.

وكان طيلة فترة عمله حسن السير والسلوك ،مجتهدا في عمله، ومطيعا لادارته العليا.

حررت هذه الشهادة بناءاً على طلبه دون أدنى مسنولية على الشركة

بسم الله الرحمن الرحيم



التاريخ : 2018/4/29

لمن يهمهم الامر

السلام عليكم ورحمة الله تعالى وبركاته

الموضوع : شهادة خبره

بهذا تشهد إدارة / فورتك للصيانة بان السيد / از هري محمد محمد صالح قد عمل بها في وظيفة / مدير شنوون العاملين إعتبارا من تاريخ : 2007/9/15 وحتى 2018/04/03 وذلك على النحو التالي :

- بدأ منذ تعيينه علي انشاء قسم شنوون العاملين حيث كان موظف بهذا القسم الي ان تمكن من جمع وانشاء ملفات للمستخدمين وفتح ملفات المعاملات الحكوميه من تامين اجتماعي وخلافه وكان اكثر من مجتهد في هذا الشان وقد تمكن من انجازه بفتره وجيزه وبمهاره عاليه .
 - كان متعاونا مع كل اقسام الاداره لسد جميع جوانب النقص وتلبيه لاحتياجات العمل حيث انه قضى كل مهام المشتروات والعلاقات العامة والشئوون الاداريه اضافه الى عمله في قسمه اضافه الى كثير من دعمه الكبير حتى للقسم الفنى والاداره الماليه.
- مرورا بالعديد من الترقيات استطاع وخلال زمن وجيز ان ينتقل من موظف بقسم شنوون العاملين الى مدير لقسم شنوون العاملين بكل جداره وذلك لاجتهاده ومثابرته ودرايته لكل قوانين العمل والعمال وجميع الاجراءات الاداريه اتجاه موظفيه.
 - اجري عدد كبير جدا من المعاينات وتشهد له الادارة بانه صاحب مهارات عاليه في المعاينات وسحب المعلومات من المعاينه وكشف الشخصيه التي امامه اضافه الي التدقيق في المعلومات بصورة مميزة.
 - قضى هذه الفترة التي تقارب العشر اعوام ونصف في اداء كل المهام التي توكل اليه دون كلل او ملل وقد كان متفانيا جدا في عمله و امين جدا في حفظ المعلومات و مخلصا ويعتمد عليه.

وكان طيلة فترة عمله ، حسن السير والسلوك ، مخلص جدا في عمله ، متعاونا مع زملانه (مطيعا لرؤسانه .



Almogran St. 7/3 Khartoum Sudan P.O.Box: 161 KH. North Tel: +249 15 5150615 - Fax: +249 183 793037 - E-mail: info@fourtech-sd.com





التاريخ :2007/09/10

شهاده لمن يهمهم الامر

تشهد ادارة شركة ابو عابد العالميه للمحاصيل الاستثماريه المحدوده بان

السيد / أز هري محمد محمد صالح

قد عمل بها في الفتره من 11/27/ 2006 وحتى 2007/08/30 في قسم المعاملات التجاريه (قسم الصادر) وقد كان طيلة فترة عمله حسن السير والسلوك - مخلصا في عمله – متعاونا مع زملانه - مطيعا لاوامر رؤساته .

وهذا منا للاعتماد،،،

حررت له هذه الشهاده بناءا على طلبه



السودان - الغرطوم - المقرن - جنوب برج بنك السودان هاتف: 0024983793035 فاكس: 0024983793037 السودان - الغرطوم - المقرن - جنوب برج بنك السودان هاتف: 0024983793036 - FAX: 0024983793037 P.O.BOX: 161 KHARTOUM NORTH KHARTOUM- SUDAN -Te: 00249 83793036 - FAX: 0024983793037 P.O.BOX: 161 KHARTOUM NORTH E.MAIL:info@abuabid.net



British Educational Institutes Training Centre

License No. [09052]

CERTIFICATE OF ATTENDANCE

By the power vested in the Administration of the BEI Training Centre

do hereby certify that:

Mr./Ms. Azhari Mohamed Mohamed Salih

Has fully attended and completed a professional course in:

Human Resources Expert

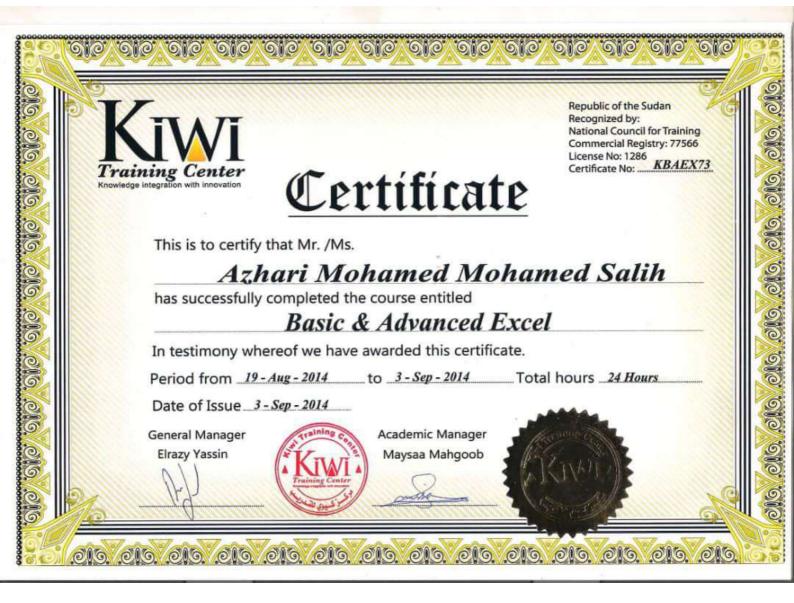
Profession

in accordance with IAPPD UK Standard

Claire William

IAPPD Reginal Manager BEI, Training Director

The Instructo





CERTIFICATE

We the undersigned hereby certify that the Senate has awarded:

AZHARI MOHAMED MOHAMED SALIH (Sudanese)

The degree of **Bachelor** of **Science** in **Business Studies** (**BUSINESS ADMINISTRATION**) after completing the prescribed course and passing the Final Examination.

CLASS OF AWARD: THIRD CLASS DATE OF AWARD : 17JUNE / 2015 DATE OF ISSUE : 06 / 12 / 2015

MOHAMED Y AHIM FADUL ELMULA ELBASHEER MED St DEAN REGISTRAR

Prof. YOUSIF MOHAMED AHMED IDRIS SECRETARY OF ACADEMIC AFFAIRS " Any Alteration Invalidates the Certificate "

Nº 0010479

Examinations

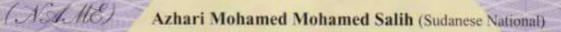


Student No:

BIILE



CERTIFICATE THIS IS TO CERTIFY THAT



has passed the final

02/421751

Diploma

in the academic session

2004 / 2005

in the Faculty of

and has been awarded

Diploma in Business Administration

Human & Technological Development

2/5/2007 by the Academic Council of Omdurman Ahlia University

General Assessment

PASS

Unive

Acquiemie Director

Date

1. M. Ibrou

Abdallah El Sharief A. El Goul

Academic Director

Dean

Date of issue

Any alterations or changes make this certificate invalid. The certificate is original when signed and stamped. P.O Box:786 Omdurman, Sudan Tel. 566116 - 566117 Fax:553447 Email:OAU- Sudan@hotmail.com.

86-VON-11

ولايق المترقوع بسم الله الرحمن الرحيم القيادة العامة لقوات الشعب المسلحة عزة رم إدارة الخدمة الوطنية eéle aco شهادة خلو طرف Pe-0,54-5,90 0020704 تشهد إدارة الخدمة الوطنية بأن نمرة ٢٦٩٢٨٠ مجند الزهري الحمر المحرفي محمر خالي الطرف من هذه الإدارة اعتباراً من ١٢٢١٢٢ - - ٢٢ ... ورفت المذكور لوفاء المدة / تطوع . وهذه شهادة منا بذلك ... تاريخ التجنيد : ٢ ١ ٥ ١ ١ - ٩ المستوى التعليمي : قَتَّا هَوَى اللهنة آلثاء الخدمة : عام ٤ الرقم الثلاثي : ١٩٩٦ العنوان : الملخ طوح قر كويت atal Las توقيع رئيس الشعبة : يعتعد لواء ركن مديسر إدارة الخدمسة الوطنيا