



Objectives

Highly motivated Business Administration , HR & Finance Management graduate seeking a generalist position where I can use my knowledge and expertise in Business Administration to carry out various responsibilities in functional areas such as recruitment, policies implementation training , motivation , leadership and employee relations, Etc.. and in Finance Management.

Profile

The variety of trainings I have received, courses, my previous work in Sudanese Free Zones & Markets Co. LTD. and Alaan Multi Activities Co. LTD and Currently with Dajin for Poultry Production Co LTD , made me a very good employee that can utilize my strong abilities & experience in Administration to assist the organization to achieve both goals of the organization & My self.

Education

- 2006:**
High school certificate Ibn Bedab school- Khartoum Sudan
- 2006 – 2011:**
Bachelor of Science in Business Studies (Business Administration) Sudan University of Science & Technology Khartoum, Sudan
- 2013 :**
TRAINING CERTIFICATE (Designing Database for Managing Human Resources).
- 2014:**
Practical Diploma in Electronic Accounting
- 2015:**
Practical Diploma in Human Resource Management
- 2017:**
Excel Advanced
- 2018:**
ISO 9001:2015 Quality Management System Awareness, Implementation & Internal Audit
- 2018:**
Project Management (p.m.p) I had the course 45 Hours'

Nationality	Sudanese
Gender	Male
D.O.B	20-11-1988
Marital status	Single
Profession	Business Administration
address	Eltayef, Salam St, Block 22, House no.505,Khartoum, Sudan
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Language Ability

Arabic: mother tongue
English: Very Good

Skills

- General Management skills
- Strong analytical abilities, excellent facilitation skills and strong project management skills
- Recruiting
- Set budget of HR and Projects
- Computer skills
- Writing skills
- Organization and communication
- Developing, Monitoring and evaluation
- Research skills
- Leadership & Team work

References

Available upon request.

Work Experience & Accomplishments

Currently : Working for Dajin for poultry production Co .LTD (Dec 1 2016 - up to now)

- As Human resources Administrator + recruiter (and in projects of the company as projects supervisor)

Main duties and responsibilities in Human resources and Administration department :

- *Planning and preparing the infrastructure for institutional work*
- *Preparing the strategic plan for human resources.*
- *Prepare the appropriate general and detailed organizational structure for each department in the organization and constantly update it.*
- *Prepare the job description for the institution's jobs and update it constantly.*
- *Prepare the job classification and career path for the institution's jobs.*
- *Preparing work regulation and rewards and penalties regulations.*
- *Prepare policies and procedures for all departments in partnership with department managers.*
- *Plan human resource requirements and prepare its own estimated budget.*
- *Plan the operational cost of employees and compare them to the market from competitors and HR companies*
- *Study the labor market and renew the quality of polarization: women, students, trainees, government support agencies.*
- *Determine the best local and external sources of employment (polarizers, advertisement places)*
- *Managing and organizing the enrollment of new employees:*
- *Recruitment procedures (ad format preparation, job description, contact)*
- *Create a database for job applications and update them periodically.*
- *Study applications and initial nomination.*
- *Conducting personal interviews.*
- *Coordination with the various departments related to the recruitment process.*
- *Final nomination.*
- *Final contract with job candidates.*
- *Preparing the requirements and tools of the new employee and introducing him to the nature of the organization and the work team.*
- *Implementing the basic training course for new employees.*
- *Follow-up and evaluation during the trial period*
- *Preparing a system for managing employee performance evaluation*
- *Define performance measurement standards for employees.*
- *Working on linking evaluation results with other employee systems such as (rewards system - salary increase - training and development plans - contract renewal with employees)*
- *Ensuring that the elements of performance appraisal include:*
- *Level of behavior and discipline*
- *Level of performance and production*
- *Capacity for creativity and innovation*
- *Preparing for development and advancement*
- *Prepare and implement plans for training and development needs of employees.*
- *Organizing specialized training workshops.*
- *Organizing visits to exchange experiences with relevant institutions and companies.*
- *Providing a specialized library related to the business and activities of the institution.*
- *visits to branches and departments to create friendly relations with all individuals.*
- *Listen to them, focus on solving their business barriers, and stimulate their ideas for development.*
- *Take care of their own requests and create affiliation for the family of the institution by meeting the needs.*
- *Create a sense of appreciation by encouraging the moral and material employee and thanking him for the achievements and development.*
- *Work to reconcile the career between the capabilities and desire of the employee and the work he does.*
- *Attention to special events for the employee and his family members*
- *Create a spirit of adaptation in the work environment by preparing the right place.*
- *Create a spirit of enjoyment, achievement, challenging challenges and rewards for all.*
- *Working to improve the relationship between the heads and employees of the institution and create a brotherly spirit*
- *Planning to provide human resource competencies with the required number and specifications.*
- *Optimal operation with the highest output quality and the lowest operating costs.*

- *Planning for not having more personnel than work needs.*
- *Work to achieve the ambition and passion of employees*
- *Working to increase the job satisfaction rate*
- *Career Ladder and Promotions*
- *Managing and organizing employee-enterprise relations (monitoring and operation)*
- *Work to implement policies and procedures for personnel affairs (leave, transfers, promotions, penalties, insurance etc.)*
- *Achieving general discipline in work.*
- *Organizing periodic financial rights for employees (wages - allowances - incentives and bonuses)*
- **•Administrative Affairs :**
- *Working to implement policies and procedures for administrative affairs.*
- *(Coordination of work between departments, meeting the needs of petty management, letters, following up cars, following up on commenting, communicating with relevant government agencies, etc.)*
- *Set projects*
- *Other Administration duties*
- *Organize events and exhibitions*
- *Responsibilities of all the training and training programs*

November 2012 – April 2015 :

Sudanese Free Zones & Markets Co. LTD .

- *Worked in the department of Human Resource as an employee in HR .*
- *Worked in the department of Trade as salesman and analysis .*

Main duties and responsibilities in the department of Human Resource :

- *formation systems and the development of systems for the formation of the criteria for the appointment of staff.*
- *Conducting interviews, such as the appointment of staff, and those that fit .*
- *Organize workshops for staff from time to time to promote a positive outlook towards the company and motivate staff to achieve.*
- *Set budget*
- *Recruiting*
- *Organize cultural programs to help employees bond, and thus promote a healthy work environment for them.*
- *Maintain employee records - employment details, and increases in wages and bonuses and absenteeism in the workplace, and evaluation of staff performance.*
- *Keep control over the performance of staff and develop solutions and give recommendations to improve performance through staff training.*
- *Work as a liaison between management and staff.*
- *Take note of all the complaints and suggestions from staff and work on them.*
- *Extension staff who showed a decrease in performance*
- *Participate in the development strategy of the institution*
- *Study the organization's strategy*
- *identification of human resources needs to achieve the goals of the institution*
- *attract workers to fill the need of the institution*
- *Selection and appointment and put the right man in the right place*
- *Follow-up evaluation of the performance, as dependent upon the next step*
- *Training for recruitment for the new and training in order to improve performance and upgrading of Qudamah*
- *access in the heart of the problems and seek to solve them and the work of preventive measures to prevent recurrence once again*
- *Motivation in all its forms of physical and moral*
- *conduct the final interviews for leavers and working knowledge of the problems that led to leaving work so as not to be repeated with other .*

Main duties and responsibilities in the department of Trade:

- *Visit customers regularly and guide them and orbits*
- *conduct talks on the extension and make such information to explain the advantages of goods and products and their use and to highlight the qualities and benefits*
- *Presentation of new products and explained*
- *Provide products, goods, and training customers on the proper use them when needed*
- *calculate and provide service offerings and discounts and payment in installments*
- *receipt of applications*
- *agreements of sale and sent to the department responsible*
- *organizing the delivery of goods and delivery dates*
- *notation sale listings and statistics files customers and product catalogs*
- *Bring samples and profiles and models display*

- Visit the product shows and conferences
- receive complaints and processed

November 2011 – November 2012 :

Alaan Multi Activities Co . LTD

- worked in the department of Administration & financial Affairs

Main duties and responsibilities in Alaan Multi Activities CO . LTD :

1. library services :

Printing and imaging , stationery , publications , files , contributions to newspapers and magazines, the library.

2. Communications and Transport :

Mail correspondents , phone, fax and e-mail , transport , travel .

3. Public services:

Offices , housing , property insurance , security, safety , maintenance and cleaning , cafeteria .

4. control over the personal possession of the Covenant staff :

Delivery and receipt of the Covenant and the inventory , and the evacuation party .

5. Procurement Services :

Follow-up to the procurement process , and the implementation of the purchase, and oversee the receipt and delivery of purchases to the concerned party , and the corresponding .

- Assist in preparing final draft of the budget preparation for the company .
- Adoption of the financial transactions of all kinds and forms of exchange after the completion of all the necessary documents and to make sure they conform to the applicable provisions of the Financial Regulations
- represent the company in the tender committees , practices and personnel affairs .
- monitor the implementation of the credits and accounts monthly revenue and expenses and the preparation of the final account .
- license regardless of permanent and temporary advances accordance with the financial regulations .
- supervision of the sudden inventory and make sure to match the actual balances of accounts carrying balances .
- Notes to respond to the Audit Bureau of Finance and the Ministry of Finance on the final accounts of the Authority and operations .
- transfer of funds obsolete deposit accounts to calculate the revenue .
- Stop salary in cases based on the precautionary Affairs Administration Help employees and the Office of Legal Affairs .
- Contacted regulators regarding regulations and contracts.
- discretionary budget preparation and plan for secondary management activities .
- reporting periodic follow-up to the activities of financial affairs.
- develop appropriate proposals for the development of financial affairs activities .

Interesting in :

Human resources and recruiting

Financial Management

Accounting

Business Development

Projects management

Manpower development