

Najat Mohamed Ahmed OMAR

Experience

December 2017 to Date

Libya Oil Sudan Co.Ltd

HR Operations & Facilities Coordinator

- Oversee and supervise all services/activities rendered/performed by HR i.e. general services, payroll, admin support etc.
- Administer the Compensation & Benefits and HR processes.
- Manage training activities and service providers in order to ensure effective skills development and enhanced employee performance and benchmark development.
- Steward the Performance appraisal management system
- Drive employees recognition program
- Steward the student Internship program
- Oversee Payroll activities
- Administer recruiting/termination process
- Oversee employee relations (discipline, communication, compliance with laws, by-laws, etc.)
- Oversee HR reporting
- Manage all of the HR department contracts (Security, Cleaning, Medical, Canteen etc..)
- Prepare the monthly payment for all the above contracts
- Responsible for administration of purchase orders and liaising with Finance on all aspects of the Human Resources budgets. .
- Monitor the HR Operation budgets
- Prepare the HR Operation Annual Budget.
- Facilities management (Building + Company Cars)

April 2016 – to December 2017

Sudanese International Health Network Services Co.Ltd.

Administration Manager

- Support Operations by Supervising staff planning and implementing administrative and HR System.

November 2007 – to September 2015 Bollore Africa Logistics Sudan

2008 November – 2010 June

Accounts Supervisor

- Posts accounting data by hand and by Computer data entry in the cash Journal on a daily basis
- Daily cash reconciliation and weekly , monthly bank reconciliation
- Prepare statements, follow all customers' account problems
- Performing basic bookkeeping work.
- File and retrieve corporate documents, records and reports.
- Payroll inputs
- Any other tasks as assigned from time to time by the Manager

June 2010 – September 2012

Finance and Administration Supervisor

- Perform a variety of tasks related to employee records –keeping within the Organization.
- Manage all human resource activities to include employment, Compensation, labour relations and benefits
- Ensure timely licenses, renewals and workers compensation review.
- Maintain Personnel files of Employees
- Managing medical claims of the employees
- Perform general office duties such as ordering supplies ,maintaining records management.
- Make travel arrangements for executives
- Preparation of full and final settlement of resigned staff
- Prepare reports, memos, letters and other documents.
- File and retrieve corporate documents, records and reports.
- Gain updated information on labour laws in order to resolve labourrelated issues.
- Handle company information, which requires that they maintain a high level of confidentiality.
- Day to day administration functions.
- Posts accounting data by hand and by Computer data entry in the cash Journal on a daily basis
- Daily cash reconciliation and weekly, monthly bank reconciliation
- Prepare statements, follow all customers' account problems
- Performing basic bookkeeping work.
- File and retrieve corporate documents, records and reports.
- Payroll inputs.
- Any other tasks as assigned from time to time by the Manager

2012 October- Sep 2013

Assistant Operations Manager

- To manage the operations department air freight, sea freight and having the respective supervisors reporting directly to me.
- Leadership and supervising air freight, sea freight and transportation.
- Offering quotation and price negotiations
- Lead UN Distribution department
- Manage two Distribution projects
- Ensure proper coordination with the clients
- Ensure that the UN projects are run within the parameters required as per UN policy and regulation
- Ensure that the other projects are run within the parameters required.
- RFQs responses
- Project profitabilities
- Handle shipments
- Coordinate with subcontractors about transport to ensure the, early delivery of the shipment to the clients.
- Updating the client regarding the status of the shipment
- Regular meeting with the clients for business development
- Following up on the arrival of air and ocean cargo with respective Airlines or freight forwarders and confirm the same to the clients.
- Following up air charter flights from inspection of cargo, loading, departure until arrival and update the same to the clients.
- Solving the problems related to documentations
- To establish successful long term relationship with customers
- To ensure correct and timely end of month billing by the project
- To follow up on the recording of and the collection of payments on the projects.

2013 October- Sep 2015

Logistics Solutions Manager

- In charge of Logistics and Operations Department
- Ensure that air freight and Sea Freight Department are running well
- Achieve activity development goals
- Drive Profitability
- Lead Tactical Client relationships
- Allocate Clients to COM Unit.
- Assess risk Opportunities for each Client
- Define Standard Tariff grid for Submission to the Country Manager
- Support Commercial department actions
- Analyze/validate complex Quotations.
- Active role in Cash Collection process

2006 May – to 2008 September

Views Fashion Factory

Customer relation Supervisor and Executive Secretary

- Office Management and administration works.
- Approaching clients for business developments.
- Assisted the collections department in obtaining outstanding customer debts.
- Keeping track of the sales and customer complaints.
- Regular visits to the customer to ensure strong relationship.
- Weekly meeting with the General Manager to ensure that KPIs are reviewed.

2006 March – 2006 May

Al Baraka Sudanese Bank

Training

- Receive cash and Checks from Clients across the counter
- Issued Cash and banker Checks to Clients across the counter

2000 May – 2005 May

Customer relations Supervisor - Sahla Int'l Company for information and Technical production

- Serving Customers, both in – person and by telephone basis.
- Worked with marketing staff to define our customers.
- Motivate and supervise the work of the team
- Accurately record all information regarding the numbers of queries and complaints handled by the department, and provide relevant reports to the manager on a daily and weekly
- Prepare daily receipts and deposits and supervise staff in absence of manager.

Education

- 1993 - 1998 Ahfad University for Women
- Bsc Psychology
- Honours Distinction Degree
- Specialization: Counselling Psychology
- Award : Gift from Dr.Omer Bilail for the best research in Psychology for the year 1998 (Ahfad University).

- 2005 - 2007 Omdurman Islamic University
- Diploma, Accounting
- Degree : Very Good

Summary of Qualification

- MBA (Specialization HR) – Garden City University.
- Master Psychology – in progress
Research (The relationship between Personality style and Occupation) – Omdurman Islamic University.

- 2013 – Sep - Training - Way tracking system – Nairobi
- 2013 – Sep - Start training - Khartoum
- 2014-April - Training - Managing&Leading for higher performance – Nairobi.
- 2014-May – Training –Managers For Tomorrow –Paris
- 2014-May – Training –Customer Operations Manager – Addis Abbaba.
- 2015 –June –Training – Directors Solutions Africa –Paris.
- 2018 –July _ Internal Audit (ISO 9001-2015)- Khrtoum –Ilac Managemetnt Cosultancy.
- 2018– August – Labour law Implimentation Skills - Khartoum - Pioneersrs for Human Resouce Development .
- 2018 – November – British Academy Khartoum in association with IAPPD-Supply Chain Expert.
- 2019 – January – British Academy Khartoum in association with IAPPD-Human Resource Expert.

Personal strengths
and abilities

- Having a positive 'can-do' approach towards change.
- Ability to work in various countries.
- Willingness to learn, improve and adapt
- Excellent ability to effectively take up responsibility
- Good communication skills
- Very good level of computer skills
- Great ability to work under pressure

Personal
Information

Marital status : Single
Date of Birth : 1st Jan.1975
Place of Birth : Sudan-Omdurman
Language : Arabic &English

References

- 1) Mr.Abdulhakim OMAR-Country Manger –Bollere Africa Logistics Sudan Co.Ltd
Mobile : +249900914574
- 2) Mrs.Jennifer Luseno –HR Director for East &Central Africa –Samsung Group –Kenya –Nairobi –
Mobile : +254722412976
- 3) Capt.AbdolzzAldin –Operation Director - Nova Airways
Mobile : +249111588340