

Ryan Omer Mohammed

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Rayan omer



Objective:

I am ambitious, quick to learn, I have strong communication skills & I am confident in addressing complex issues & able to think analytically to solve problems with senior advice.

Looking forward to secure a challenging position in a reputed organisation to expand my learnings, knowledge, and skills. I want to work for an organisation which provides me the opportunity to improve my skills and knowledge to growth along with the organisation objective. I can able to do all types of work

Experience

November 2019 to Date

Libya Oil Sudan Co.Ltd

HR Admin assistant & General Service Coordinator

- HR Monthly Reports (Establishment, Headcount, Leave Balance, Movement, Organizational chart ...etc.) send it to HR Manager.
- Ensuring Job Descriptions and Individual Performance Agreements are in place and up to date for all staff.
- Ensuring Individual Performance Appraisal Calendar is adhered to by all staff
- Compiling results from the end year review process for the ranking session
- Arrange issuance of staff identity cards and maintain and update the door access system as well as the Staff ID card printer.
- Budgeting for some HR services and Capex Stewarding and implementation.
- Coordinate the recruitment process
- Coordinate the interview panels (internally, including for short listed candidates).

Acting as HR Operations & Facilities Coordinator (from October 2020 to Date)

- 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)

Acting as Payroll Accountant (from August 2020 to Date)

- Prepare monthly payroll and ensure timely payments to employees.
- Timely respond to and resolve employee queries on payroll.
- Provide pay information/analysis to support approval of various loans.
- Liaise with internal and external auditors on payroll related issues during annual/other audits.
- Maintain an updated employee database ensuring that all changes in jobs, job titles, salaries, classification levels, and work location are input in payroll.
- Analyze employee loan accounts and payroll clearing accounts with balances on a monthly basis.

2018 – October 2019

Alfaezon Travel & Tourism Agency .

Secretary General Manager .

Flight tickets reservation.

May 2017 - 2018

Orbit Road Co.Sudan

Call Center Arabic & English Agent

Education

Bachelor of Political Science Omdurman Islamic University, Sudan – 2017
(Second Class)

**Summary of
Qualification**

- Protocol & Public Relations, Disputes Analysis & peace studies Center, Sudan - 2017
- Art of international Negotiation, Bavlove for Training Center, Sudan - 2015
- Approaches' of Change & Development, Islamic Advocacy Organization, Sudan – 2011.
- Entrepreneurship , Universal Training & Human Development Center Sep 2019.
- Mini MBA in Business Administration – Mihwar Alibtakar Training Center Nov 2020.
- Communication Skills , Talent Center for HR Management Training October 2021.

**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 : 4th March 1995
Place of Birth : Sudan-Omdurman
Language : Arabic & English

References

- 1- Safa Mubarak Hussein
Position : HR Manager – Oilibya Sudan
Phone No: 0912322564 – 0123905225
- 2- Amani Mohamed Elamin
Position : A&F Manager – Oilibya Sudan
Phone No: 0912306578
- 3- Abd Elazim Mohamed Elhassan
Position : Alfaezon Agency Manager
Phone No : 0904444442 - 0123325555

