**Cv**

**Personal Profile**

**Name: Wafaa Dafa alla Elniweiri**

**Email:fofy438@gmail.com**

**Place:omdurman wadnubawi**

**Marital status:Divorce**

**Call Phone: ٠0907673717**

**Academic Qualification**

* **Under graduate DBA Elnileen university**
* **graduate master business administration(MBA) in university of** **science& technology**
* **Graduate : Red sea university**
* **Faculty :economic and management**
* **Department Accounting &management**

**Training course**

* **Computer diploma: student training center**
* **Accounting diploma : Sudanese resource for computer center**
* **Human Resources Specialist- AMERICAN INSTITUTE FOR SKILLS DEVELOPMENT.**
* **Internal Audit &control system from American institute of professional studies.**
* **Certificate financial consultant CFC.**
* **Awarded leadership Management-AMERICAN INSTITUTE FOR SKILLS DEVELOPMENT.**

**Career History**

**Mohamed Ismail Mohamad group**

**accountant**

**Juba COMPUTER CENTER –**

**ACCOUNTANT**

**ZAT ELEMAD**

**ACCOUNTANT**

**Nile Soft Drinks**

**Hr especailist**

**HR & Administration Manger from2017 too 2020**

**HR manger in Food Point from 2020 up to Now**

**Work duties**

**\*To manage and supervise the implementation of company’s HR Policy.**

**\*To conduct all new hiring interviews with the assistance of the department heads.**

**\*To administer and organize annual evaluation, annual leaves, local leaves, sick leaves reports and all documents related to personal matters.**

**\*To formulate and coordinate execution of HR budget.**

**\*To plan and organize for staff training in coordinate with department heads.**

**\*To recommend in hiring, promotion, and dismissal.**

**\*To administer job classification system .recruiting and selection programs.**

**\*To present the company before the government and it’s local authorities in all matters regarding staff and workers.**

**\*To organize workers and staff transportation.**

**\*To administer staff remuneration and benefit mechanism .performance appraisal system .medical schemes and development activities.**

**KEY COMPTENCIECE &SKILLS**

**Excellent Knowledge of Arabic**

**Good Knowledge of English**

**Excellent Knowledge of Computer Skills**

**Team Leading**

**Manufacturing**

**Team Building**

**Budgeting**

**Risk Management**

**Achievement**

**Appraisal**

**HR Planning**

**Career Development**

**Excellent Commutation**

**Time Management**

**Stress Management**