

## MUSA AWADALAGEED MUSA MOHAMMED

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### CAREER SUMMARY

Highly motivated HR professional with MBA, Certified HR Manager (CHRM) from The American International Institute, CIPD Certificate in Personnel Practice (CPP), CIPD Certificate in Learning and Development Practice (CLDP), and with 15 years of work experience in the areas of manpower planning, recruitment, training and development, Performance management, and employees benefits and compensations looking for a position that is challenging and rewarding in a forward looking organization.

### PROFILE

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|---|--|
| <input type="checkbox"/> Very good Communication & Presentation Skills. | <input type="checkbox"/> Benefits Administration   |
| <input type="checkbox"/> Highly motivated & team player.                | <input type="checkbox"/> Orientation & On-Boarding |
| <input type="checkbox"/> Work under pressure.                           | <input type="checkbox"/> Training & Development    |
| <input type="checkbox"/> Employment Law.                                | <input type="checkbox"/> Performance Management    |
| <input type="checkbox"/> Staff Recruitment & Retention                  | <input type="checkbox"/> HR Policies & Procedures. |

### WORK EXPERIENCE

<b>1- Sr. HR Executive</b>	<b>March 15<sup>th</sup>, 2016 to January 15<sup>th</sup>, 2021</b>
<b>Rawat Petroleum Operating Company Ltd (RPOC):</b> Rawat Petroleum Operating Company Ltd (RPOC) is an operating company to carry out exploration, development and production of oil for Block 25 in Sudan. The company established in 2015, the shareholder of RPOC is a consortium of international Exploration & Production oil companies.	
<b>Main Responsibilities:</b> <ol style="list-style-type: none"><li>1- Provides specialized professional HR services to the company on a day-to-day basis, ensuring essential procedures are implemented, applied equitably and consistently and that service standard are set and maintained.</li><li>2- Provides input into organization-wide HR strategic plans that impact on HR issues.</li><li>3- Interface with internal customers and external organizations to obtain/provide more sensitive and complex HR-related information or advice and interpret policies in the area of specialization as may be required.</li><li>4- Defines and identifies improvement opportunities in the area of work, undertake necessary analysis and study and recommend possible enhancements and improvements.</li><li>5- Identify and resolve non-routine and relatively complex problems including resolving conflicting policy and/or procedural issues.</li><li>6- Keeps abreast and current with the developments and best practices in the field of specialization to be able to anticipate and monitor trends and make recommendations to management.</li><li>7- Ensures all employee records are maintained and updated with new hire information or changes in employment status.</li></ol>	
<b>2- HR Manager</b>	<b>March 1<sup>st</sup>, 2015 to March 14<sup>th</sup>, 2016</b>
<b>Umdurman Mining Company Ltd.</b> Umdurman Mining Co. Ltd. Established in 2013 to carry out exploration, development and production of gold in its concession area in River Nile State in Sudan.	
<b>Main Responsibilities:</b> <ol style="list-style-type: none"><li>1. Directs, plans, and manages the activities of assigned personnel in the Human Resources Department.</li><li>2. Performs managerial duties and exercises financial authority at the level established by management for the position.</li><li>3. Interprets the Company's business objectives, the human resources strategies and policies of the company and the laws of Sudan and leads in the development of human resources policies and procedures that effectively contribute towards the Company's achievement of its long term business objectives and with approval for these from General Manager.</li><li>4. Ensures the development and implementation of personnel administration, terms and conditions of employment and related procedures that meet the requirements of the company and are within the</li></ol>	

guidelines established and to regularly review such procedures and terms in light of changing circumstances, submitting recommendations to Senior Management for approval.

5. Prepares manpower budgets and plans that will enable the Departments and the Company to achieve their agreed business objectives and submits such plans to Senior Management for approval.
6. Reviews the planning and implementation of recruitment programs that cost-effectively supply recruits of the caliber and quality necessary to meet the Company's manpower needs.
7. Advices the company in all HR policies and procedures that conform to Sudan and regulations.
8. Manages the Company's organizational structure and ensure it within the required standard and it is maintained and updated
9. Manages the company job descriptions and ensure it is maintained and updated.
10. Manages the performance management process and ensures is serving the business objectives effectively.
11. Develops and manages the orientation of the new employees.
12. Manages and maintains a competitive reward and benefits system that able the company to attract and retain the good people.
13. Manage the company's salary scale and ensure it is maintained and implemented as per our internal policy.
14. Develops and manage company disciplinary regulations and ensure it is implemented fairly.
15. Evaluates and resolve human relations or work-related problems, and meet with management to determine appropriate action.
16. Explains and provides advice to employees about the company and government rules, regulations, and procedures.
17. Develop and manage staff learning and development process and procedures manual effectively.
18. Develops and manages the learning and development budget effectively.
19. Overseas employee's records and information.
20. Builds and maintains good relationships with all external bodies that add value to the company business.
21. Initiates and develops all the required reports.
22. Performs ad-hoc duties assigned by management.

<b>3- Manpower Planning &amp; Recruitment Manager</b>	<b>February 10<sup>th</sup>, 2013 to February 28<sup>th</sup>, 2015</b>
<b><u>White Nile Sugar Company Ltd. (WNSC)</u></b>	
WNSC is the premier provider of processed sugar based products from sugar cane. Established in 2004, the company is bifurcated into two substantial asset groups – its vast land holdings and fields, and its factory and plant.	
<b>Main Responsibilities:</b>	
<ol style="list-style-type: none"> <li>1. Participates and recommends improvements to Manpower Planning &amp; Recruitment section policies, processes and procedures and manages their implementation in their own section to ensure all relevant procedural/legislative requirements are fulfilled.</li> <li>2. Supervises for all recruitment activities and makes sure that all vacant positions are filled within a time frame to provide smooth operation for the business.</li> <li>3. Contributes to the preparation of the Manpower &amp; recruitment section budget.</li> <li>4. Manages the preparation and submission of related Management Reports (regular/ad-hoc).</li> <li>5. Support the Recruitment team in providing them with information related to Approved Vacancies and expected to fill those vacancies.</li> <li>6. Leads the preparation, consolidation, and obtaining the approval of the Annual HR Budget, in collaboration with HR Management members and other stakeholders (Finance, BOD, etc.).</li> <li>7. Performs necessary Managerial duties including budgeting, business planning, recruiting, developing, and appraising subordinates.</li> <li>8. Carries out other similar or related duties and ad-hoc assignments for review or investigation on an as-required basis when directed by the supervisor.</li> </ol>	

<b>4- Recruitment Manager</b>	<b>October 1<sup>st</sup>, 2012 to January 31<sup>st</sup>, 2013</b>
<b><u>MTN- Sudan</u></b>	
<b>Main Responsibilities:</b>	
<ol style="list-style-type: none"> <li>1- Develop and manage recruitment policies and procedures.</li> <li>2- Interview candidates as a panel member and submits recommendations within &amp; outside the company (Regional).</li> <li>3- Plan and direct activities of Recruitment strategic studies, including participating in salary surveys</li> </ol>	

conducted, local/regional reviewing.

- 4- Initiate Authorization to hire for newly recruited candidates.
- 5- Identify along with the concerned manager general requirement of selection (number of years working experience, qualification) for specifying new recruited offers.
- 6- Liaise with the internal audit department in order to edit & set up new recruitment policies.
- 7- Coordinate & Control Manpower planning of the year.
- 8- Participate in strategic plans for recruiting talents and ensure its implementation.
- 9- Control and maintain along with the managers company's Headcount, budgeted positions and comparing with the Organization chart.
- 10- Combine job function titles that had been encumbered with the organization structure.
- 11- Design & evaluate job profiles for new and current positions.
- 12- Oversee programs progress, prepare reports.

<b>5- HR Executive</b>	<b>January 1<sup>st</sup> , 2012 to Sept 30<sup>th</sup> , 2012</b>
<b><u>Sudapet Company Ltd.</u></b> Registered in Sudan as National Oil Company (NOC) in 1997 as Petroleum Exploration and Production (E&P) business entity. Wholly owned company of the Ministry of Energy & Mining Sudan. Established in time of peak activities in Sudan with Technical and Economical strategies as integrated part to petroleum industry in Sudan.	
<b>Main Responsibilities:</b> <ol style="list-style-type: none"><li>1- Participates in the development of Human Resources processes, policies, systems, and procedures in order to improve efficiency and meet the changing requirements of Sudapet's staff.</li><li>2- Creates and develops the HR forms related to HR employee services section.</li><li>3- Participates in the preparation of HR budget.</li><li>4- Study the requests for long term loans and recommends the eligible staff.</li><li>5- Provides explanation and interpretation of policies and procedures to all Staff.</li><li>6- Prepares the payroll and off cycle payments such as salary differences, adjustment as result of promotion for all staff using SAP System.</li><li>7- In coordination with legal department, represents the company in labor office.</li><li>8- Tackles staff grievances.</li><li>9- In coordination with QHSE department, reviews staff medical claims and processing it through the system for payment.</li><li>10- Handles the Social insurance issues.</li><li>11- Settles and calculates the end of services benefits for those who leaving the company.</li><li>12- Maintains vacations records.</li><li>13- Assumes the section duties in absence of SH due to the leave or any other reasons.</li><li>14- Initiates and develops all the required reports.</li><li>15- Performs others duties assigned by management.</li></ol>	

<b>6- HR Training &amp; Development Executive</b>	<b>January 1<sup>st</sup> , 2010 to Dec, 31<sup>st</sup> 2011</b>
<b><u>Petrodar Operating Company:</u></b> Petrodar Operating Company Ltd. is an operating company to carry out exploration, development and production of oil for Block 3E, 7E and 3D in Sudan. The company is incorporated under the laws of the British Virgin Islands and has a registered branch in Sudan. The shareholder of PDOC is a consortium of international Exploration & Production oil companies.	
<b>Main Responsibilities:</b> <ol style="list-style-type: none"><li>1. Processes and analyses various career development forms. Includes distributing the employee development plan, promotion forecast, collecting, reviewing and analyzing the forms for consistency, procedural conformity and accuracy.</li><li>2. Receives and processes all personnel actions and progressions, promotions, increments, changes of status and transfers for all categories of employees (Sudanese, Expatriates) to ensure compliance with Company policy and guidelines, and submits to HR Manager for review.</li><li>3. Prepares recommendations for in-Company and external courses. Includes evaluating requests for courses submitted by Departments and refers to employee development plan and performance appraisal to determine suitability of courses to employee's development objectives.</li><li>4. Implement performance management system. Includes conducting training sessions for line department employees in how to set their individual objectives in relation with the business</li></ol>	

objectives, ongoing advices on how to review their performance against the plan, develop performance appraisal forms, and at the end of the year conduct performance appraisal and participate in preparation of the final report to top management.

5. Establishes and keeps updated career development files, forms and procedures. Includes assembling relevant documents and keeping file up to date. Enters and keeps updated data related to career development in computerized system and generates relevant reports as directed.
6. Coordinates all in-house training courses. Includes selecting venue of training courses, preparing lecture room, ensuring availability of audio visual aids required and handouts, organizing transportation for participants and lecturers and other requirements as necessary.

<b>7- HR Manpower Planning &amp; Recruitment Executive</b>	<b>March 1<sup>st</sup> , 2006 to Dec 31<sup>st</sup> , 2009</b>
<b><u>Petrodar Operating Co.</u></b>	
<b>Main Responsibilities:</b>	
<ol style="list-style-type: none"> <li>1. Handle all recruitment activities such as screening applicants, short listing, administer employment tests, checking references and background, conduct interviews and evaluating applicant qualifications.</li> <li>2. Coordinates recruitment advertisements and recruitment related activities within and outside Petrodar.</li> <li>3. Prepares &amp; process placement, offer letters, and Contracts for new hires.</li> <li>4. Conducts orientation for new staff.</li> <li>5. Prepares &amp; Process Employee actions including: Relocation, Promotion, Internal Recruitment, Resignation, etc.</li> <li>6. Follows up on expatriate recruitment status. This includes receiving nominations, coordinating with line departments for confirmation on acceptance of the candidate, preparing draft application letter to request employment approval from the Government, informing the line departments and the Partners for the approval status.</li> <li>7. Coordinates with Outsource services providers for outsource staff.</li> <li>8. Keeps track and documentation of: interviews, hires, transfers, and promotions.</li> <li>9. Respond to internal and external inquiries relating to open positions.</li> </ol>	

#### **ACADEMIC QUALIFICATIONS / CERTIFICATES**

- Certified HR Manager (CHRM) from [American International Institute](#), **July 2015**.
- CIPD-Certificate in Learning & Development Practice (CLDP), [CIPD-UK](#) via [Bradfield Consulting](#), **May 2012**.
- CIPD-Certificate in Personnel Practice (CPP), CIPD-UK via Bradfield Consulting, **May 2010**.
- Master of Business Administration (MBA), Graduate College, Khartoum University. **July 2006**.
- B.Sc. Degree in Business Administration “*Second Class- Division One*”- School of Management Studies- Khartoum University, **October 2003**

#### **TRAINING COURSES & PROGRAMS**

<b>S/N</b>	<b>Course Title</b>	<b>Period</b>	<b>Institute</b>	<b>Location</b>
1	Introduction to Oil & Gas Industry.	4-7 May 2006.	PETRO-TEC- UK	Khartoum
2	English Communication Training.	27 <sup>th</sup> April-22 <sup>nd</sup> May 2006.	Khartoum Academy of Technology (KAT)- Sudan	Khartoum
3	MS-Widows & its Applications - (80 Hours).	August 2006	The Academic Council of NIIT- Sudan	Khartoum
4	Technical Report Writing	26-29 Nov, 2006	Etisalat Academy- Sudan	Khartoum

5	Recruitment & Selection	30 March-3 April 2008.	Lutfi Self Development Centre - Sudan	Khartoum
6	Third international conference for HRM in Sudan.	8-10 April 2007	International Center fro Quality (ICQ)- Sudan	Khartoum
7	Organizational Performance Management & Measurement	6-10 May 2007	Strategic Consulting Services (SCS), (Asia-Pacific) Ltd. - Sudan	Khartoum
8	Contract Law For Business	29 <sup>th</sup> July-2 <sup>nd</sup> Aug, 2007	EUROMATECH- UAE	Khartoum
9	Office Management & Effective Administration Skills	17-21 Aug , 2008	EUROMATECH- UAE	Khartoum
10	Job analysis	12-13 Oct, 2008	Hay Group- UAE	Khartoum
11	Mastering Human Resource Management.	25-29 May, 2008	International Center fro Quality (ICQ)- Sudan	Khartoum
12	Interpersonal Skills & Communications	2-6 Aug, 2009	ECOMAN- UAE	Khartoum
13	Oracle 10g SQL and FORMS	11-22 July, 2010	APTECH- .Sudan	Khartoum
14	Interviewing Skills	10-11 Nov, 2013	Spearhead- UAE	Abu Dhabi
15	Time Management	28-30 April, 2015	ICQ- Sudan	Khartoum
16	Strategic Management	11-13 Aug, 2015	ICQ- Sudan	Khartoum
17	SPHRi Certification Training	26 – 31 Oct, 2017	Talent Center - Sudan	Khartoum

#### LANGUAGES

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- Arabic-Mother tongue
- English Very good

#### REFERENCE:

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- Upon Request.

#### SUMMARY:

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- Nationality** Sudanese.
- Date of Birth** 1/1/1979.
- Marital Status** Married.
- Religion** Muslim.