Elamin Muhajer

I am writing to apply for this post which was advertised **Human Resources Office**

My years of experience have prepared me well for this position. I spent 12 years working in a high-volume Admin/HR attending client needs and identifying solutions. I strongly believe that my academic qualifications and a wealth of experience of Twelve (12) years in the field of Human Resources Management and administration with UNAMID would help me contribute effectively towards assisting this organization in achieving its mandate in which I will be deployed for. As you will see from my resume, I have a broad experience in the field of Administration and Human Resources Management. I am working for UNAMID as Human Resources Assistant in Central Darfur State since 2007 in the capacity of Recruitment and administration of international and national staff benefits related issues.

Previously, I worked as Administrative and Personnel Officer with Solidarities International NGO – Sudan West Darfur in the field of Human Resources (Administration of National staff including recruitment).

The key strengths that I possess for success in this position include: extensive knowledge of administering International and National staff benefits issues including Time and Attendance and extensive experiences in managing Individual Contractors Matters in line with the rules and provisions; the capacity to help others in problem-solving; the ability to work in stressful environments; and the ability to work with colleagues as one team.

     In the interest of being considered for the Above position currently advertised on your website, I am enthusiastic about submitting my resume for your review. Per the requirements within the job description, I know my skills and qualifications are a completely match for this position. I am confident that my positive work ethic will become a great asset to this job .I have served closely to the Administrative Assistant for 12 years When I was working for Solidarites International as Administrative Officer and HR, beside I’m working for UNAMID, United Nations as HR Assistant in the Office of HR since 2008

       My effective Administrative skills enabled me to assist in the creation and implementation of the project as well as effectively and efficiently supervising staff with a low turn-over rate. With my acquired skills, along with my educational university of Bachelor and master degree, I am confident that I will continue to grow academically, professionally, and personally; making me appropriate to any job in office. I welcome the opportunity to schedule an interview with you to discuss my qualifications in further detail. Thank you in advance for your time and consideration and I look forward to hearing from you.

I have these competences:

**Innovation**: Ability to make new and useful ideas work: Adept with complex concepts and challenges convention purposefully.

**Leadership**: Ability to persuade others to follow: Proactively seeks and recognizes contributions of others.

**People Management**: Ability to improve performance and satisfaction: Appropriately involves team in different stages of work and decision-making.

**Communication**: Ability to listen, adapt, persuade and transform: Expresses information and views with adaptive reasoning and appreciation for complexity and variation.

**Delivery**: Ability to get things done while exercising good judgement: Takes responsibility for addressing critical situations and delivering core value.

**Professionalism:** Ability of work under extreme pressure and multitask, on occasion in highly stressful environment and demonstrated ability to formulate conclusions/recommendations.

**Client orientation:** Reports to internal and external clients in a timely and appropriate fashion; Organizes and prioritizes work schedule to meet client needs.

**Planning & Organizing:** Ability to coordinate the work of others, work to tight deadlines and handle multiple concurrent projects/activities.

**Teamwork**: Ability to establish and maintain effective working relations with people in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.