

Fida Abdelaziz Abdelrahman Mohammed

CV

Address: Khartoum - Sudan
Mobile No: +249912968418
Email: Fida_aziz91@hotmail.com

Snapshot: -

Obtaining a challenging and demanding professional environment for further career development, I would like to be part of an organization that offers potential growth. Work well independently or in a team.

Personal Profile: -

Date of Birth: 16 June 1991
Nationality: Sudanese
Gender: Female
Marital Status: Single

Education: -

- Master of Business Administration-Human Resource Management (Khartoum - Sudan) (2020) University of Garden City
- Bachelor of Communication Science (Khartoum -Sudan) SEP 2012- Sudan University of Science and Technology

Courses: -

- **Professional Marketing Course:**(Smart Vision center) Khartoum- Sudan September 2016
- **Project Management Professional Course** (I learn center) Khartoum- Sudan February 2017

Training workshops :-

- **Calculating personal income tax, social insurance, processing payrolls and zakat:**(HR top center) Khartoum- Sudan May 2020

Experience: -

HR Specialist (Acting HR Supervisor) -Alghalia for multi activities Co. ltd.

(June.2017-February.2020)

Key Responsibilities:

Implementation of recruitment and preparation of work contracts according to the plan of the company.

- Contribute to the development of human resources systems and regulations of the company.
- Manage and archive staff data.
- Seeking to provide a functional environment suitable for the highest degree of functional satisfaction.
- Follow up and supervise the movements and promotions of employees according to the performance of employees and the policies of the company.
- Prepare payrolls.
- Supervision of normal and additional working hours.
- Commitment to prepare reports (daily, weekly, monthly) on all HR operations.
- Supervising the incentive measures, allowances.
- Supervise the assessment processes.
- Receiving requests and complaints from employees.
- Clarify the sanctions regulations and supervise their implementation.

Project coordinator -Alghalia for multi activities Co. ltd.

(June.2017-December.2018) (Workshop And Machinery Development ProjectRidaCo.LTD)

Key Responsibilities:

- Handling HR Tasks (Recruiting, Employment and preparation of employees contracts)
- Arrange for meetings between team members and clients
- Record minutes at meetings
- Keep detailed project notes and records
- Create project schedules
- Create task lists for team members (Assigning tasks for project team members)
- Monitor project progress, budget, hours, etc
- Participate in developing and coordinating the company policies
- Keep all members of the team up-to-date with current information and paperwork • Communicate with team members to ensure optimal strategy and maximum efficiency
- Assisting and supporting the Project Manager in their daily duties.
- Ensuring that relevant management information is captured and analyzed
- Control schedule
- Find suppliers for all the requirements of the project

- Welcomes vendors and greeting them, in person or on the telephone answering the inquiries.
- Collect vendors offers and analyze them to support project management in decision making
- Participate in contracts preparation, identification of changes and additions in agreements with suppliers.
- Prepare the vendors offers analysis reports to support the management in taking the right decisions
- Source all company needs from the best vendors available in the market
- Design templates and reports helps to document the work and tasks
- Track, analyze and communicate project risks and opportunities
- Track and report project progress
- Update documentation

Business Developer - GraphiX Design

(July.2016-May.2017)

Key Responsibilities:

- Manage the customer relation management system.
- Contacting clients to inform them about new developments in the company's products or their running projects.
- Developing quotes and proposals and invoices.
- Researching organizations and individuals online (especially on social media) to identify new leads and potential new markets.
- Researching the needs of other companies and learning who makes decisions about purchasing
- Contacting potential clients via email or phone to establish rapport and set up meetings
- Planning and overseeing new marketing initiatives
- Following up the company expenses.

Marketing Research Agent - MTN SUDAN (HR Direct)

(February.2014 – February.2016)

Key Responsibilities:

- Collect and analyze data on customer demographics, preferences, needs, and buying habits to identify potential markets and factors affecting product demand.
- Prepare reports of findings, illustrating data graphically and translating complex findings into written text.
- Measure and assess customer and employee satisfaction.
- Forecast and track marketing and sales trends, analyzing collected data.
- Seek and provide information to help companies determine their position in the marketplace.

Announcer Al Rabaa 94 FM

(May.2013 – August .2013)

Key Responsibilities:

- Prepare and deliver news, sports, and/or weather reports, gathering and rewriting material so that it will convey required information and fit specific time slots.
- Read news flashes to inform audiences of important events.
- Identify stations, and introduce or close shows, using memorized or read scripts, and/or adlibs.
- Select program content, in conjunction with producers and assistants, based on factors such as program specialties, audience tastes, or requests from the public.
- Study background information in order to prepare for programs or interviews.

Assistant Producer - Malaz for Art Productions

(October 2012- November 2013)

Key Responsibilities:

- Assisting in the financial matters by managing the budgets.
- Working in close association with the producer to develop different program ideas and concepts.
- Organizing and summarize work based on the results and get the work done as per the priority.
- Resolving issues when there are any problems during the production work and provide effective solutions for the same.
- Ensure issues are identified, tracked, reported on and resolved in a timely manner.
- Do all the electronic and field researches necessary to complete the work
- Coordinate with VP of Communications and schedule travel arrangements

Skills: -

- Excellent Written and oral communication skills including strong presentation skills.
- Strong drive to work independently, in both home and office setting.
- Ability to communicate effectively with executive, employees, vendors and customer (internal and external) at all levels of organization, in person, via telephone and email.
- Ability to analyze available information for the purposes report, coordinating efforts and solving problems.
- Leadership skills.
- Computer skills: MS Office, Photoshop, Statistical Package for the Social Sciences (SPSS)