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Objective

I have a genuine in utilizing my knowledge and experience towards achieving my objectives for my employer as well as that of my personal development. I am careful, thorough and persistent in all the tasks I undertake.

Education

- CIPD – level 5 2017
- CIPD – Certificate in Learning and Development Practice 2012
- Master of Business Administration (MBA), University of Khartoum. 2007
- Bsc. Honors of Business Administration, University of Khartoum. 2004
- Chartered Human Resources Consultant, CAPA
- Certified competency profiling & career ladder, ILM 2020

Awards Received:

- College prize for the second best academic performance in the fourth level 2003
- Taxation Chamber prize for the second best academic performance in the fourth level 2003.
- Certificate of recognition from PDOC President for outstanding performance and distinguished achievements during the year 2015.
- Certificate recognition from PDOC for outstanding performance during PDOC services.

Experience

16th January 2021 – Date (HR Operations Manager)

Rida Mining Co.

- Manage company organization chart as well as staff establishment.
- Manage all HR activities at operations site.
- Manage staff Performance Management Systems.

1st April 2018 – 3/9/2020 (SH. Workforce Planning & Development)

Bashayer Pipeline Co.

- Manage company organization chart as well as staff establishment.
- Manage the preparation and monitoring of HR budget which was more than 35M\$.
- Manage the preparation of training needs analysis and staff development programs.
- Manage staff Performance Management Systems.
- Manage the outsourcing contracts.

1st January 2017 – 31/03/2018 (SH. Training & Development)

Petrodar Operating Company (PDOC)

- Planning and directing staff of training section to carry out section duties on proper way.
- Manage training budget and allocation.
- Manage the implementation of staff development programs.
- Manage staff Performance Management Systems.

1st September 2015 – 31st December 2016 (SH. HR Policy & Services)

Petrodar Operating Company (PDOC)

- Planning and directing staff of service section to carry out section duties on proper way.
- Manage staff payments, ESB, leaves and allowances as per PDOC policy and procedures.
- Manage staff payments, leaves and allowances as per company policy and procedures.
- Manage the preparation of payroll for direct hire staff, expatriates, secondees and outsource.
- Manage organization's salary structure and benefits provision to ensure staff retention with reasonable cost.
- Conducts statistical analysis of compensation data as requested.

1st January 2014 – 31st August 2015 (Sr. HR Policy & Services Executive)

Petrodar Operating Company (PDOC)

- Develops initiates, maintains, and revises the internal policy & procedures to ensure continuing the service to PDOC staff in the light of company policy.
- Manage the calculation of End of Services Benefits for staff that left the company.
- Manage staff payments, leaves and allowances as per company policy and procedures.
- Manage the preparation of payroll for direct hire staff, expatriates, secondees and outsource.
- Manage organization's salary structure and benefits provision to ensure staff retention with reasonable cost.
- Conducts statistical analysis of compensation data as requested.

1st April 2011 – 31 December 2013 (Sr. Manpower Planning & Recruitment Executive)

Petrodar Operating Company (PDOC)

- Manage, prepare and monitor HR budget and cost estimation of all HR budget items and follow up the performance and expenditures.
- Analyzing the data that provided by subordinates to help in the preparation of reports.
- Control the preparation of weekly, monthly and annual reports reflecting HR Department performance.
- Prepare & present different HRC and TC papers to obtain top management approvals.
- Manage Manpower Planning & Recruitment issues such as identification of manpower requirements, recruitment & selection processes, hiring activities...etc.

- Manage the performance of service contractors particularly outsource company starting from negotiation, monitoring and auditing the performance against contract conditions.
- Act as company representative to the labor office and labor court for issues related to Sudan Labor Law and internal company policy & procedure.
- Conduct job evaluation of various positions, using HAY Group models.

1st December 2008 – 31 March 2011 (**Manpower Planning & Recruitment Executive**)
Petrodar Operating Company (PDOC)

- Prepare HR budget and cost estimation of all HR budget items and follow up the performance and expenditures.
- Prepare statistical reports related to HR department this includes HR monthly and annual reports reflecting the performance of HR department.
- Manage & prepare employees different allowances such as overtime, extra days, training allowance...etc.
- Preparation of weekly, monthly and annual reports and KPIs reflecting HR Department performance.
- Acts as HR focal person to help line departments to how can they deal with HR department.
- Follows up on expatriate recruitment status. This includes receiving nominations, coordinating with line departments for confirmation on acceptance of the candidate.
- Control the selection process including preparing and submitting approval for employment, letter of appointments and other recruitment related documentation, and making offers and salary negotiation.
- Conduct the Performance Appraisal (PAR) sessions for PDOC staff about how to fill the PAR forms, at the fields and head quarter.

18th September 2007 – 30 November 2008 (**HR Developmental**)
Petrodar Operating Company (PDOC)

- Assist Sr. HR Executive to achieve sectional KPIs & objectives as well as all HR function in order to achieve Company objectives.
- Participate in the preparation of training plan for All PDOC staff.
- Plan & Coordinate the pre-employment (Fresh graduates) programs.
- Coach the HR trainees in the area of Training & Development.
- Distribute, collect Performance Appraisal forms and prepare them for analysis.
- Coordinates training programs, selecting venue, ensure availability of audio/visual aids, handouts, and organizing transportation for participants & instructors, or other requirements as necessary.
- Prepare statistical and activity reports (monthly, quarterly, or ad hoc reports).

18th September 2005 – 17th September 2007 (**Lecturer**)
Emirates College

- Teach all Business Administration subjects.

Major Achievements

- Have recruited more than 30% of PDOC manpower during my service period in the Manpower Planning & recruitment Section (2007 –2013).

- Have successfully implemented my own initiative of Salary/grade for all PDOC staff at an outstanding implementation and I saved the cost to the company if this exercise done through external contractor.
- Recognized participation in the project of job evaluation.
- Key team player in the revision of BAPCO human resources policy.
- Act as key person of the preparation of human resources procedures.
- Have managed PDOC Housing & Car Loan projects as well as the refund plan.
- Represented PDOC at Labor Office and courts as well as assignment of being PDOC rep. in the arbitration committees,

Training Programs

- **Business Planning, Budgeting & Cost Control**, KRT September 2008, EuroMaTech.
- **Recruitment & Interviewing Skills**, KRT May2008, Saif Lutfi Development Center.
- **Communication English and Presentation Skills**, Etisalat Academy, Khartoum, **2008**
- **Basic Safety Awareness**, Quality Experts for Training Center **2007**
- **First Aid, Faculty of Medicine**, University of Khartoum **2007**
- **Mastering Human Resources Management**, International Center for Quality **2008**
- **Effective Presentation Skills**, International Center for Quality **2008**
- **MS. Office**, APTECH Education Centre. **2008**
- **Job Analysis** , Hay Group **2008**
- **Problem Solving & Decision Making, Define** **2009**

Personal Information

Date of Birth: 1st January 1980.
 Nationality: Sudanese.
 Gender: Male.
 Languages: Arabic (mother), English.