

Hasnaa Fouad



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CAREER OBJECTIVE

Seeking a suitable position in Human Resources Management/Administration with an established organization, utilizing creativity and extended experience of devising and implementing coherent HR strategies.

CAREER SUMMARY



- ✧ Accomplished HR professional with demonstrated capability in devising and implementing coherent HR strategies whilst improving internal processes and procedures within a demanding environment, deadlines, and budgets. Brilliant knowledge of all HR processes, covering the entire life cycle of an employee.
- ✧ A highly competitive, tenacious, and results-oriented professional combining polished interpersonal and rapport-building skills to significantly enhance human resource management. Well acquainted with all aspects of employment law and HR best practices.
- ✧ Demonstrated expertise in leadership and in providing innovative human resource management solutions; including strategic planning, policy/procedure administration, recruiting/hiring practices, payroll and benefits administration, personnel development, retention approaches, managerial support, negotiations, and conflict management.
- ✧ Inherent focus on systems and structures with stress on efficiency leading to better employee performance. Very successful at pushing the boundaries of what is deemed possible and instilling innovation into the fabric of the organization. Diversified problem-solver with a well-earned reputation for strong work ethics.
- ✧ Strong written communication, presentation, and interpersonal skills. Goal-oriented, systematic planner with a big-picture perspective.

EMPLOYMENT EXPERIENCE

1- Al-Manna Foods, Khartoum, Sudan

Sr. HR Specialist (Acting HR Manager): Mar 2020 – Current

Job Description:

- Provide advice, information and support to the line managers and employees on HR policies and procedures in line with best practices.



- Ensure that talent acquisition standards are maintained at the highest practicable level and are professional and rigorous.
- Coordinate performance management of employees including but not limited to job description formulation.
- Implement performance appraisals, training and feedback across the region in line with regional/global HR standards.
- Drive best practices and act as counsel to management on all issues of employee performance.
- Ensure up-to-date employment policy in line with local legislation
- Complete HR operational requirements by following up on work results.
- Follow up on staff services in term of relocations and making the necessary arrangement for incoming staff
- Ensure the HR team maintains personnel files, ensuring all required forms are completed.
- Documentation including but not limited to recruitment, attendance, payrolls and exit interviews.
- Provide guidance to line managers as they complete performance reviews, help line managers find effective coaching methods that work for specific issues including identifying areas of poor performance and assisting line managers to establish plans for improving performance, be present during review meetings when necessary.
- Respond to employee relations issues, such as employee complaints.
- Stay abreast of market data for salaries to assist with salary planning and benchmarking for new roles
- Focus on the continuous improvement of HR processes and procedures.

2- Elsewedy Electric, Khartoum, Sudan

Senior HR Executive: Jan 2017 – Aug 2017

HR Officer: May 2013 – Dec 2016



(The company manufactures and sells integrated energy products and services in seven energy segments: Electrical cables and accessories, electrical products, telecommunications, transformers, wind energy generation, energy measurement and management, engineering, procurement and contracting.)

Job Description:

- Spearheaded full-scope HR operations for a multicultural organization with 220 - 250 employees. Successfully managed staff recruitment and terminations.
- Gained invaluable experience in administering and running the day to day activities of the HR department.
- Designed, developed and managed Employee records (basic information –grade-salary-position-cost center –employee movement –incentive category, attendance) through HRIS and files.
- Proactively coordinated with HRIS Developers to prepare required reports and interfaces and checked the accuracy of all HRIS reports in term of the accuracy of output.
- Diligently prepared monthly salaries and incentive for all employees through HRIS and calculated all benefits.
- Accountable for covering the entire life cycle of newly hired employees, i.e. the probation period and the performance appraisal, etc.
- Coordinated with management to identify staffing needs, job specifications, job duties, qualifications, and skills.

- Created job advertisements for vacant jobs, followed up recruitment procedures and developed sources of qualified applicants through an extensive network of referrals and corporate recruiting techniques.
- Held accountability for ensuring proper induction of all new entrants, organizing timely training activities for skill enhancement of existing employees and working with training providers to develop suitable content for the courses.
- Assessed the progress of trainees through questionnaires and discussions with managers.
- Devised a development program to bring the Human Resources function into the strategic planning orbit of the organization. Guided the staff on personal and work-related issues.
- Interfaced with staff and management to facilitate staff development and training opportunities.
- Actively performed Ad-Hoc Duties as assigned by management.
- Ensured compliance and consistency with office practices and all employment-related laws.
- Recorded Employee Procedures in Labor office, Social insurance office, Medical insurance, Immigration cards.
- Supervised and maintained Leave Process (Annual Vacation, Unpaid leave, sick leave, emergency leave, etc...).
- Built and executed annual leave program for all employees and handled all preparations for leave (tickets and salaries) according to company policies.
- Crafted behavior based competence mapping for all employees for better talent to retain at various locations of the organization.
- Maintained flawless communication with the employees and ensured timely resolution of employee grievances and harmonious working environment at all levels.
- Utilized broad scope of industry knowledge for management of corporate & field HR, training and development, statutory and legal issues, and office administration.

EDUCATION & CREDENTIAL

Master of Business Administration

Faculty of Resources and Management, Beijing Normal University (BNU), Beijing, China – 2018

Bachelor's Degree

Faculty of Mathematical Sciences, University of Khartoum (UofK), Khartoum, Sudan – 2012

CIPD Level 5 Diploma HRM

Studying Toward CIPD ,July 2020 -Ongoing

SPECIAL SKILLS

Computer & Technical:

ERP System (ORACLE, E-business Suite)

Microsoft Office

SPSS

HR KPIs

Labor Law

Professional Development

Skills of preparing and writing professional reports

First Aid in community

Administrative and supervisory skills

Effective Strategic Business Planning

Managerial Skills

Advance Excel

Languages:

English (Fluent)

Arabic (Native)

Chinese (Elementary Level)

Other Skills:

Employee Relations

Negotiation Skills

Benefits Administration

Workforce Planning

Statistical Reporting

Tactful and Tenacious

Time Management

Highly Organized

Strengths:

Self-motivation and honesty

Decisive and forward thinking, with a strong vision and strategic capability

Capable of operating within highly competitive industries

Excellent communication skills, both written and verbal

Motivational and credible with highly effective interpersonal skills

Ability to persist with a task until the objective is achieved

Strong and quick acquiring of new technologies

References are available upon request