

# MIHAD MOHAMMED AHMED HASSAN IDRIS

## PERSONAL INFO

**Address:** Khartoum, Sudan  
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**E-mail:** [mihalsanjak@gmail.com](mailto:mihalsanjak@gmail.com)  
**Date of Birth:** 02-August-1996  
**Nationality:** Sudanese  
**Marital Status:** Single

## OBJECTIVE

I am seeking to obtain challenging position in an organization that adopts modern international standards of management where I can prove myself and my capabilities. I am looking for a work environment where I can acquire new skills, while utilizing my knowledge efficiently towards achieving my responsibilities to the best of my ability and which will comply with the company's goals & objectives.

## SKILLS & ABILITIES

- Excellent Communication skills
- Capable for analyzing and solving problems
- Doing works with timely manner
- Good in Microsoft word & Excel
- Quick learner
- Accurate, efficient and detail-oriented
- Excellent ability to work in a diverse environment

## EXPERIENCE

### Trainings:

- **3PL Solution Company. Human Resource Departments**  
(from 30th September to 29th October 2020)
  - Helping in team building through MTA insights learnings
  - Helping in Training courses preparing
  - Helping in tasks of employees engagement
- **Bashayer Pipeline Company. National service**  
(from 24<sup>th</sup> December 2019 to 7<sup>th</sup> may 2020)
  - Assisted Human resources staff with filling, Scanning and Copying
  - Assisted in Training plan
  - Assisted with various research projects
  - Assisted in Training processes for various trainer
  - Administrative assistant created PowerPoint presentation
  - Administrative officer general Secretarial duties

- **MTN Sudan. Human Resource Departments**  
( from 28<sup>th</sup> Jul 2020 to 28<sup>th</sup> Aug 2020)
  - Helping in and following-up in trainings procedures
  - Helping in payroll process
  - Helping in performance appraisal & HR Services
  
- **Asawer Oil & Gas Company. Human Resource department**  
(from 23<sup>th</sup> April 2016 to 23<sup>th</sup> May 2016)
  - Employee Training and Development
  - Employee Recruitment and selection
  - Data Entry

**EDUCATION**      **Ahfad University For Women (2013 – 2019)**  
 School of Management Studies  
 Human Resource Management- B.SC. (honor degree)

**Almaali Secondary school (2010-2012)**  
 Secondary school Education

**Khartoum International School (2002-2009)**  
 Primary School Education

**TRAINING COURSES**      2020 Advanced Excel  
 2019 Advanced Computer Applications Programs  
 2018 Customer Relation Management  
 2014 Basic Computer Workshop

**LANGUAGE**      Fluent in English  
 Fluent in Arabic

**ACTIVITIES**      Online research and music.  
 Reading books.  
 Learning .