

Curriculum Vitae

MOGAHED ABDELRAHMAN AHMEM ADAM

BSc (Honour)

November 2016

PERSONAL DETAILS

FULL NAME	Mogahed Abdelrahman Ahmed Adam
PERMANENT ADDRESS	4 Kobar Street Bahree Khartoum Sudan
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EMAIL	mogahed,abdalrahman@nctr.sd
DATE OF BIRTH	04/07/1992

PERSONAL STATEMENT

I am ambitious, quick to learn. I have strong communication skills, both in Arabic and English, and experience of working independently, both as a team member and leader. I am confident in addressing complex issues and able to think analytically to reach a solution to problems with senior advice, when needed.

EDUCATION & QUALIFICATIONS

2011 - 2015	B sc. in Management Studies (Business Administration) First Class Honours Sudan University of Sciences and Technology Sudan
2009 - 2010	Secondary School Certificate Ashaheed Osman Hassan Ahmed Albashier Secondary School Khartoum Sudan

TRAINING COURSES ATTENDED

COURSE TITLE	TRAINING PROVIDER	YEAR
• The principles of career	Ensan Centre For Human Development	2015
• Human Resource Functions From The Perspective Of Sudanese Labour Law 1997	HR Top Centre For Human Resources Management	2016
• ICDL	European Union to lead -airlna	2016
• E.Accounting	Ensan Centre For Human Development	2016
• English communication	English Discation centre	2017
• Contract management	ICQ	2017
• Preparing to Manage Human Resources	University of Minnesotaand offered throughCoursera	2019
• Recruiting, Hiring, and Onboarding Employees	University of Minnesotaand offered throughCoursera	2019

CAREER AND TRAINING SUMMARY

Nile Technology Research	Centre For	HR Officer Human Resources Department.	December2015-Present
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IT SKILLS

- Computer literate in MS Word, Excel, SPSS, PowerPoint, File management, internet and e-mail.
- ERB System

Basic Tasks:

- **Administrate payroll**
- Calculate the entitlement of employees who are leaving the company
- Follow up and coordinate with Social Insurance Fund (NSIF) process for local and expatriate staff.
- Prepare and update and record monthly salary element reports with all the increases& deductions to maintain an accurate data for payroll generation
- Prepare income tax report & send it to Finance.
- Prepare internal payment approver as per required documents .
- Prepare monthly and annual leave reports, or upon request.
- Prepare payments reports and reconcile with finance division.
- Receive advance salary requests & Prepare payroll report in relation to the company policy
- Accomplish internal and external missions involving tasks with other partners as requested and demanded by office tasks
- **Coordinate and follow up implementing of development and training plan.**
- Follow up participants' attendance & feedback for each training course.
- Follow up the smooth implementation of the training courses.
- Give advice in the development plan for the company.

- Make the necessary arrangements to book training venues & ensure proper setting & the availability of suitable equipment's.
- Prepare all the internal initial & final procedures for training vendors' payments.
- Regular monthly update of the training record per employee and division
- **Coordinate and follow up implementing of manpower plan.**
- Arrange & schedule interviews for the successful applicants in relation to the interview panel.
- Advertise positions internally and externally
- Create new email, update the address book and Issue ID cards for new staff .
- Create the new employees' files with all the necessary documents as per the company policy .
- Ensure all Hiring documents for new employees are complete.
- Ensure that all relevant documents are available as per the company polic
- Receive the recruitment request for each job as per the approved head count.
- Receives the selected candidates after the screening process
- A welcome note announcement for the new recruits to all staff.
- **Employees relationship and services**
- Coordinate implementing of employees leave plan.
- Prepare various HR reports(Recruitment/training/salaries/employees relationship services)
- Update and follow up in the creation & revision of the Job Description.

- Update and maintain a solid filling system for all the training documents.
- Update and maintain a solid filling system for all Total Rewards related documents.
- Update and maintain a solid filling system for the recruitment Dept. as per the company policy

INTERESTS

- Reading
- Swimming

REFERENCES

- Dr. Abdalsalam Adam- Sudan University of Science and Technology - 0123684633
- Tibian Ibrahim Hassan - Nile Centre For Technology Research- 0909351870.