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|  | |  |  |  | | --- | --- | --- | |  |  |  |   **Salma Hamza**  Almanshia, Khartoum   |   H: 0994732897 |   E: abbassalma72@gmail.com |

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**Summary**

Dedicated Administrative professional with solid background in high-volume office environments focused on delivering exceptional clerical and operational support for catering professionals. Personable and communicative with friendly demeanour and sound judgment to handle diverse daily tasks with minimal oversight. Well-versed in managing office supplies, paperwork and project needs. Committed and motivated Administrative Assistant with exceptional customer service and decision-making skills. Strong work ethic, professional demeanour and great initiative.

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**Skills**

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| * Data evaluation * Employee management * Helpdesk administration * Payroll liabilities | * Event promotion * Customer assistance * Schedule coordination * Document review |

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**Experience**

HR Supervisor | 08/2018 to 12/2018

**Global Sourcing & Supply - Khartoum, Khartoum**

• Annual Appraisal for HR Department and communicating other department's members with our country manager.

• Conducting first round of telephonic interview for the candidates to schedule interviews.

• Monthly Headcount for GSS Sudan.

• Payroll for all GSS Staff.

• Review and correct job description for all staff.

• Monthly Headcount for GSS Sudan.

• Address employee conflicts and complete investigations as required.

HR Officer | 06/2017 to 07/2018

**Global Sourcing & Supply - Khartoum, Khartoum**

• Medical Check-up procedures, documentation and circulation for company staff.

• Making sure that staff get paid correctly and on time.

• Monitoring staff performance and attendance.

• Managing and maintaining contracts, personnel files and other employee information.

• Administration and co-ordination of internal training programmes.

• Approving job descriptions and advertisements.

• Flight & other travel booking arrangements.

• ID card processing.

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**Education and Training**

**University of Newcastle - - Callaghan, NSW | | MBA**

Business Administration/ International Business, 2021 (Ongoing)

**Ahfad University for Women - - Omdurman, Khartoum | | Bachelor of Business Administration**

Business Administration, 2017

**Human Resources Officer Internship**

June 2016

**Logistics Officer Internship**

July 2016

**Business Start-up Workshop**

October - November 2016

**Marketing & Sales Training**

January 2015

**IELTS Academic**

Overall, 8.0

**IELTS General**

Overall, 8.0