

## **ELHASSAN MOHAMMED AHMED YOUSIF**

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### **SUMMARY OF QUALIFICATIONS/SKILLS/KNOWLEDGE**

- Bachelor degree in Applied Computer Science Studies Khartoum University 2007.
- Gained various field of Expertise/Skills in Project Implementation, Planning, Design, Optimization.
- Have high regard to quality and work efficiency, with initiative and sense of responsibility, strong leadership and analytical skills, and the ability to relate to people across organizational horizons for successful execution of projects.

### **CONSULTANCY EXPERIENCE:**

- Max Media, from November 2019 till now.
- Petra Group, from November 2018 till July 2019.
- EConnect International, from March 2018 till December 2018.

#### **Responsibilities:**

- Performance Management
- Training
- Organization Structure
- Grade and Salary Structure
- HR Policies and Procedures

### **WORK EXPERIENCE:**

- 1) HR Manager with Global Intelligent Services from January 2019 till April 2019.**

#### **MAIN RESPONSIBILITIES AND DUTIES:**

- Setting Organization Structure (Sudan, Syria)
- Writing job descriptions (Sudan, Syria)
- Setting and implementing HR Policies & Procedures (Iraq, Sudan, Syria)
- Setting and implementing Performance Management System (Iraq, Sudan, Syria)
- Payroll process (Sudan)

- Handling all Labor Office affairs.

**2) Deputy HR Manager with El Seref for Hotels and Tourism Company from December 28, 2015 till November 2016.**

**MAIN RESPONSIBILITIES AND DUTIES:**

- Recruitment
- Employment law compliance
- Employee benefits
- Handling grievances
- Disciplinary action
- Dismissals
- Redundancies

**3) Personnel Manager with Boudl for Hotels from November 15<sup>th</sup>, 2014 till November 30<sup>th</sup>, 2015, KSA - Kuwait**

**MAIN RESPONSIBILITIES AND DUTIES:**

- Developing, documenting, and periodically updating HR and administration policies and procedures
- Leading the development and implementation of manpower planning and career path development.
- Administering the formulation of recruitment, testing and selection policies and programs and ensuring the application of equal opportunity principle.
- Supervising the preparation of statistical reports regarding applicant flow, selection, promotions, transfers, terminations and turnover and recommending remedial actions when needed.
- Supervising the development of internal training programs for new employees to get familiar with policies and procedures.
- Managing tasks related to the personnel for the employees, this includes attendance, salaries, vacations, performance appraisal, incentives, awards, warning letters... etc. in addition to the issuance of all employees' working permits, residence certificates, passports renewal, licenses renewal, visitors visit visa, and other formal papers related to the employees.
- Analyzing data and reports to identify and determine causes of personnel problems and develop recommendations for improvement of company's personnel policies and procedures.
- Selecting and negotiating with health insurance agencies to get the best deals, this would cover all employees.

**4) HR Officer with El Seref for Hotels and Tourism Company  
from February 10<sup>th</sup>, 2013 till November 1<sup>st</sup>, 2014.**

**MAIN RESPONSIBILITIES AND DUTIES:**

- Assist the HR Manager in Local Recruitment & Selection
- Presenting other departments with screened personnel suitable for upcoming vacancies
- Prepare the monthly payroll
- Preparing Advertisement for Company Vacancies
- Issuing and Controlling Local Contracts
- Local Authorities Reports
- Labor Office Official Meetings and all issues regarding staff
- Labor office follow up on all document approval
- Managing Casual Personnel when required
- Up keeping of Prayer Room & Staff Locker Rooms
- Local Employee Medical follow up
- Employee Files Updating
- Annual Leave Records, Sick Leave Records and Other Records for Filing
- Up keeping of all Company Personnel Files
- Local Employee Engagement Documentation
- Administering, Issuing and Translation required Documents
- Maintaining HR Archive Room
- Answering Office Calls and forwarding any necessary messages
- Organizing Interviews for HODS & HRM
- HR Petty Cash

**5) First Executive of the Secretary General Office of Southern Sudan  
Referendum Commission from 29<sup>th</sup> September 2010 to 9<sup>th</sup> July 2011.**

**MAIN RESPONSIBILITIES AND DUTIES**

- Receive and screen all correspondence and other documents addressed to the office.
- Responsible for the preparation of payroll (after attendance sheets submitted from HR) then submitted to finance department on monthly basis then flow up upon final review and approval.
- Maintain personnel files with confidentiality.
- Follow up with issuing new visa process and renew of expired visa.
- Draft a variety of reports and correspondence relating to referendum matters.
- Prepare and monitor the office personnel leave plans to ensure continuous smooth work flow while other staff members are on leave, especially during holiday's periods.
- Consolidate monthly requests for office supplies for the Office;

- Establish and maintain a proper filing system.
- Perform other duties as directed by the SG.

**6) Data entering, revision and confirmation at The Election Committee, Elfashir, North Darfur state from December 2009 to January 2010.**

**MAIN RESPONSIBILITIES AND DUTIES**

- Entering voters' names into the Election Committee software.
- Revising the data entered by other employees.
- Matching names with the local area identifier.
- Preparing the final and verified list of voters.

**LANGUAGE SKILLS**

- **English:** Excellent Reading, Writing and Understanding.
- **Arabic :** Excellent Reading, Writing and Understanding.

**PERSONAL CHARACTERISTICS**

- Self-motivated with high ability to work under pressure. Team oriented with astounding talent to drive all the team members during the whole course of the project implementation. Logical with good problem solving ability, flexible, patient, able to cope with surrounding places and new situations, fast learner and persistent.