

Wael Ahmed. Wadidi

Current Address: Sudan Khartoum □ Jabra block 19
Tel: (249) 912686869 (249) 126986869 (971)552005907

□ Wael.wdd@gmail.com

EDUCATION

Royal College for Polytechnic studies

Technical Bachelor (Hons), telecommunication Eng. Using ICT.

Sudan University of Science and Technology, Khartoum, Sudan

Diploma of Engineering, Telecommunication Engineering.

Talent Center

Job Evaluation, Compensations and Benefits (L. No: 1252)

S.M.A.P.E Training Center, Khartoum, Sudan

HR mini master - American Canadian board (ACBPT)

Additional Courses: Mini Master of HR , CHRE , ISO 9001:2008, ISO 9001:2015 , effective social communication, Network technology, Entrepreneurship and Leading skills, Performance management , time management , problem solving , leading skills , Fire Fighting .

PROFESSIONAL EXPERIENCE

GIZ - Deutsche Gesellschaft für Internationale Zusammenarbeit Dec 2018 to Present

Technical Advisor for Employment Promotion – Vocational Training Program

Eastern Sudan Region – Gadaref and Kassla

- Conduct surveys do identify and assess gaps of capacities, competencies and skill matrix shortcomings among public, private and small enterprises to formulate an oriented solution to implemented with regard to employment promotion.
- Support the establishment of a dialogue process between the relevant stakeholders (Labor office, Vocational training centers private sectors organization, etc.) regarding job fairs and employment offices establishment.
- Support relevant national stakeholders in eastern Sudan to create a healthy employment opportunities.
- Develop strategic plans with relevant stakeholders to integrate the job seekers into the labour market, therefore developing innovative measures to improve the local market.
- Advise public institutions and private entities on employment orientation private/Public sectors promotion related issues
- Providing technical Support to any other projects by dealing with labour market related inquiries.
- Monitor the projects life cycle process and evaluate the deliverables with respect to GIZ objectives.

Vision Valley for trading and contracting

May 2017 to Nov 2018

HR Specialist – Compensations and benefits:

- Implement recruitment policies to ensure professional and qualified candidates are recruited.
- Conduct and supervise training and development programs for trainees and employees.
- Implement all personnel administration of employees.
- Establish core metrics to measure success of talent lifecycle.
- Track metrics and identify fluctuations over time.
- Create surveys to obtain qualitative insights.
- Work with the rest of the team to implement metric-driven changes.
- Monitor turnover and satisfaction of employees and develop action plans to ensure employee retention and satisfaction.
- Maintain knowledge of the legal requirements and government regulations affecting Human Resources functions to ensure compliance with labor laws.
- Works on developing and improving company Compensation & Benefits Plans.
- Performance evaluation.
- Implement action plans to fulfill the set HR strategies and objectives in coordination with the HR Manager.

- Maintain accurate and updated data for Payroll generation.
- Generate monthly payroll and ensure the accuracy of data before sending for payments.
- Coordinate the resolution of salary payment discrepancies.
- Maintain accuracy and integrity of year-to-date earnings file by processing monthly adjustments.
- Resolve outstanding items on payroll account reconciliation, including: bank accounts, internal accounts for miscellaneous deductions and governmental requirements.
- Prepare monthly report on Payroll outputs.
- Reconcile actual Payroll with budgeted Payroll on a monthly basis.
- Calculate the entitlement and final settlements of employees who are leaving the company.
- Manage the Process of other payments like (school fees, salary advance payments, overtime, End of service benefits and all other payments) in compliance with Company policies.

Managem groupe for mining

Oct 2015 to May 2017

Field –HR & admin:

- Blue collar recruiting, training and development.
- Employees induction, onboarding and monitoring (National and expatriates).
- Compensations and benefits administration.
- Performance evaluation (National and expatriates).
- Coordinate the resolution of salary payment discrepancies.
- Reconcile actual Payroll with budgeted Payroll on a monthly basis.
- Entitlements and EOSB.
- Facilitate a safe and comfortable workspace
- Advise management on practices and policies
- Administer colleague relations and grievance procedures
- Ensure compliance with employment regulations
- Campus administration from transportation, catering, housing and logistics in general .

Royal Care International Hospital.

Feb 2013 – April 2015

HR Officer - Employee relations:

- Recruitment Local and Expatriates.
- Orientations and onboarding.
- Prepared daily attendees and absentees report.
- Nursing Staff performance evaluation in line to the core objectives
- Prepared and executed the trainings (English language – costumer relations – communication skills – anger management).
- Employee relations.

International Affairs supervisor:

- Personally handled the communications and logistics support with the international health care parties and individuals.
- Prepared and execute the visiting doctors periods of visits from purchasing the missing materials and consumables, planed tickets, accommodation, transportation and payment finalizations based on the agreement.
- Preparing and supervising the public and international relations officer's hospitals tour.
- Designed Royal care international hospital international magazine.
- Contacted the international medical org. for future collaboration.

Marketing and public relations officer:

- Designed RCIH magazine, advertisements and door signage's.
- Participated on Royal Cares 2014 and 2015 campaign designing.
- Personally handled the communications and agreement with the ministries and embassies.

Pierre Cardin Co.

Feb 2012 – January 2013

Marketing officer

- Participated on the brand suits-uniforms campaigns for several number of companies.
- Take orders from customers and follow the procedures and report to the second level if necessary.
- Interacted with customers to provide information in response to inquiries and concerns about the products.
- Helped in the training of the new marketing, sales representatives and supervising them.

SADDAGAT society
Projects Coordinator

May2009 – to present

- Gathered, entered and updated data to maintain needy records and databases as appropriate.
- Assisted with the project development & planning to ensure more efficient service and organization of the fund raising processes.
- Handled the supervision of several charity project along with the Team.
- Leading clothes gathering and fasting stations campaigns during Ramadan.
- Led and monitored fund raising campaigns and projects executions in (make a smile organization).
- Established and organized the collaborations with the local/international NGO's.
- Facilitate the orphan's needs as quick as possible.
- Contact the higher legal authorities to insure the orphan's basic live support basic needs.

SKILLS, TRAININGS AND SOFTWARE PROFICIENCIES

Native Arabic • Fluent in English • **SAP•ERP•HRIS** • Microsoft Office • Personnel management • Manpower Planning • Payroll Management • Job analysis • Job evaluations • Compensation and benefits • Employee relations • OD • Critical Thinking • Time management • Able to work under pressure • negotiation skills • Leading skills • communication skills • Team worker • Crisis management • Improvising and working independently • Internet and Technology • Social Communication • Public Relations

Reference: Available upon request