

WALEED ALI ABDULAZIM, BBA

CONTACT INFORMATION

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SUMMARY PROFILE

Highly analytical and process oriented Data analyst with years of experience working on HR Analytics in the scope of past positions, performing data cleaning, manipulation through excel and SQL and creating reports and visualizations using Power BI, used the results to give insights to stakeholders and create HR policies and Incentive plans for different departments. Knowledgeable in programming and machine learning for analysis & data science tasks.

I'm very knowledgeable in business processes with knowledge of company's structures and processes from my experience supporting them in the HR field.

I'm very passionate about the data analytics field, and I intend to broaden my skills while performing various analytical projects.

EDUCATION

University of Medical Sciences and Technology (UMST)

Khartoum, Sudan

Bachelor of Business Administration in Marketing (July 2017)

Sudanese International Academy (SIA)

Khartoum, Sudan

International General Certificate of Secondary Education IGCSE (June 2013)

WORKING EXPERIENCE

HR Officer at Raiba Land Transportation (Elnefeidigroup)

August 2020-Currently Employed

- Responsible for policy formulation and consolidation of the company HR manual.
- Responsible for Forms Formulation and implementation.

- Involved on company restructuring and visualization of Organizational charts.
- Consolidation of databases, analyzing and creation of visualization using Microsoft power bi (Turnover Analysis, Workforce Analysis).
- Performing ETL processes and data modeling using Power BI and Microsoft SQL Server.
- Responsible for company ERP system implementation and daily responsibilities.
- HR announcements and emails designs and formulation.
- Responsible for HR projects, company uniforms, ID cards following up negotiations and connecting with suppliers until distribution phase.
- Responsible for HR communication of stations and completion of their processes.

HR/Admin Officer at Maxmedia Marketing & Advertising

November 2019-February 2020

- Was the sole HR/admin staff in the company.
- Processed monthly benefits & payroll calculation.
- Monitored employees Attendance.
- Planned, formulated and implemented new company policies and procedures.
- Followed up implementation phase of New ERP system based on Odoo and maintained it.
- Performed orientation and training for new ERP system.
- Followed up and completed new contracts and company guidelines approval from local labor office.
- Was responsible for all the recruitment process.

HR Assistant at Huawei Technologies Sudanese Co Ltd

October 2018-April 2019

- Assisted in benefits & payroll administration.
- Collection of medical insurance information from staff, following up, collecting and distributing medical insurance cards
- Assisted in completion of social insurance forms new joining and termination.
- Responsible for Interns and outsourced employee evaluation.
- Assisted in weekly training sessions for interns and its proceeding examinations.
- Assisted in quarterly Performance management evaluation including collection and making sure it fits with company policies and margins.
- Assisted in the recruitment process including interviews and job postings.

Internship at Consulat Market Research

May 2018-August 2018

- Part of Media monitoring team for research purposes.
- Consolidated AD HOC sheets and updated mobile application Databases
- Performed quality check on database and coordinated team task.

RESEARCH EXPERIENCE

Brand Awareness in Sudan and its Effect on Consumer Purchase Decisions (Between September and July 2017) **(BBA Graduation Research Topic)**

LANGUAGE COMPETENCY

Arabic: Native Language

English: Fluent

Courses

Google: Data Analytics Certificate

COMPUTER COMPETENCY

MS Office: Fluent at using MS package.

MS Visio: Proficient

MS Power BI: Proficient

Tableau: Intermediate

Python: Intermediate

Python Libraries: (Numpy, Pandas, Matplotlib, Seaborn)

T-SQL: Intermediate

HTML: Proficient

CSS: Intermediate

Django Framework: Intermediate