

YOSRA GRIBALLA MOHAMMED MUSA

Sudan-Khartoum-UAE-Dubai

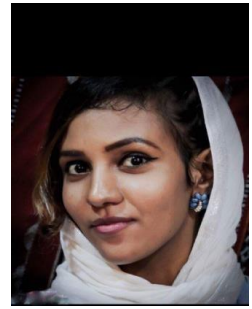
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24/11/1992-Human Resources management

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BUSINESS ADMINISTRATION

Objective:

Seeking a long-term position in a reputable organization to expand my skills and that offers continued professionalism and potential advancement where I can perform challenging works and pursue rewarding careers. To have a major contribution in growth of the company and professionalism by allow myself to grow as by the product of the company's growth. A human resources executive officer with proven expertise in implementing the policy and procedure. where I can be a part of dynamic and result-oriented team to share my experience and apply my interpersonal and leadership skills.

Certificate:

- **Ahfad University for Women**
Master degree in Human resource management-HRM
2020/present
- **Mashreq University of Sciences and technology**
Bachelor's degree in Business Administration-BBA
Good/2013
- **Sudacad Academy**
Professional Diploma in HRM
Excellent/2019
- **Sudacad Academy**
Professional Diploma in E-accounting
Excellent/2019
- **Cambridge English Language (Sudan)**
Certificate in English Language/2018

Experience:

- **A – RALEX AVIATION SERVICES** 22/07/2019-Present
HR Assistant
 - Maintain senior Director of HR's calendar scheduling meeting and ensuring no conflicts occur
 - Manage travel and expense reports for department team members
 - Successfully planning and coordinated company events and teamwork activities
 - Assist in key processes and activities such as performance management, framework, HR analytics

- B – GOLDEN HOUSE INVESTMENT** 22/5/2017-24/5/2018
Purchasing management
 - Maintained internal and external purchase requisition files, quotations and contracts
 - Constant communication with warehouse management regarding inventory shortages
 - Prepared order received from various departments, send them to approved suppliers, follow up them until receipt
 - Reviewed suppliers offer and answering them in the affirmative or rejection
 - Follow-up to changes that appear in the prices of raw materials periodically
 - Implementation of purchase that match approved purchase orders, according to the supply schedule
 - Participates in the search for new suppliers
 - Prepared weekly reports of purchase orders

- C – Ministry of agriculture (Rahad agriculture corporation)** 01/12/2013-15/3/2016
Accountant
 - Monitored the accounts received including invoicing and payment application
 - Designed and introduced financial reporting
 - Tasked to oversee the timely reporting and payment of taxes for the company
 - Performed internal audit for the company
 - Prepared and analyzed financial statements

Training & other:

- AlBaraka Bank 4/4/2016-4/5/2016
- African training center-PMP 31/07/2017-16/8/2017
- Youth leadership programmeYLP5-(UNDP) 11/2019

National service:

- Humanitarian Aid Commission (HAC)-National Service 17/11/2015-17/11/2016

skills:

- Conscientious person who works hard and pays attention to details
- Flexible, quick to pick up new skills and eager to learn from others
- Ambitious and creative person who has lots of ideas and enthusiasm.
- Leading & dealing effectively with multicultural. Environment.
- Excellent leadership skills and a good team player.
- Able to work under tremendous pressure & meet deadlines with ease & efficiency.
- Excellent interpersonal relations & communication skills.

T e c h n i c a l S k i l l s :

- Reporting
- Presentation
- Data analyst
- Data management
- HR software

L a n g u a g e s :

- Arabic-Native
- English-Intermediate

R e f e r e n c e s :

- Any reference will be submitted if asked.